



# Catalog

Apex Dental Education – 8595 E. Bell Rd, Suite D-100, Scottsdale, AZ 85260 - (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.

**PROGRAM INFORMATION:** Dental Assistant Education and Training

**ADMISSION REQUIREMENTS:** Prospective students are required to have a high school diploma or GED for enrollment. A digital application for the program is available on the school website to submit.

**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. The school may retain academic transcript, diploma, or any pertinent record if a student's financial obligations are not paid in full.

**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. Two excused absences 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, 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 one week 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.

**LEAVE OF ABSENCE**: A leave of absence for two weeks 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 leave of absence totals the limit of two weeks, no other absence will be permitted.

**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 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.

If the Student completes more than 50% of the program, there will be no refund provided in accordance with the Refund Policy.

**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.

**EQUIPMENT**: 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.

**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:

BASIS OF GRADES:

90-100% = A

Homework (700 Points) – 23%

80-89% = B

Quizzes (700 Points) – 23%

70-79% = C

Lab (1400 Points) – 46%

60-69% = D

Final Textbook Exam (100 Points) – 4%

< 60% = F

Final Laboratory Exam (100 Points) – 4%

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

**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. Classes will be held in an operating dental office to expose students to the office environment and pace. Assignments will be completed and submitted online in Canvas, the School's learning management system.

*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 Certification Presentation and Exam

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 - The Job Search

Classroom Credit Hours: 2

Lab: Trimming Models/ Suck-Down Machine Demonstration

Laboratory Credit Hours: 6

*WEEK 10: COURSE 1001*

Course 1001 -AM – Textbook Final

Classroom Credit Hours: 2

Lab: Laboratory Final

Laboratory Credit Hours: 6

**STUDENT TECHNOLOGY REQUIREMENTS:** Students must have access to internet to complete homework assignments.

**GRADUATE EMPLOYMENT OPPORTUNITIES:** According to the Bureau of Labor and Statistics, employment of dental assistants is projected to grow 11 percent from 2020 to 2030, faster than the average for all occupations.

About 44,000 openings for dental assistants are projected each year, on average, over the decade. Many of those openings are expected to result from the need to replace workers who transfer to different occupations or exit the labor force, such as to retire.

A dental assistant in the state of Arizona may perform basic supportive dental procedures specified by the state dental practice act under the direct supervision of a licensed dentist. There are no education or training requirements for this level of dental assisting.

**Radiography Requirements:** A dental assistant must hold a current Arizona Board-approved certificate in radiology. To obtain a certificate, one must either pass the national DANB Radiation Health and Safety (RHS) exam or be currently certified in another U.S. jurisdiction that requires successful completion of a written dental radiography exam and apply to the Arizona State Board of Dental Examiners (ASBDE) for Dental Assistant Radiography Certification by Credential and receive the Arizona Radiologic Proficiency Certificate, issued by the ASBDE.

**Coronal Polishing Requirements:** To perform coronal polishing procedures in the state of Arizona under the general supervision of a licensed dentist, a dental assistant must hold an Arizona Coronal Polishing Certificate. To qualify, one must pass DANB's Coronal Polishing exam found in the Arizona Coronal Polishing Certificate (AZCP) application packet (administered by DANB), and submit an Arizona Coronal Polishing Clinical Skills Affidavit completed by a licensed dentist or coronal polishing educator/course instructor to DANB, and receive the Arizona Coronal Polishing Certificate, sent upon successful completion of the DANB Coronal Polishing exam and submission of the Arizona Coronal Polishing Clinical Skills Affidavit to DANB.

Apex Dental Education will assist graduating students with employment recommendations but does not guarantee job placement to graduates upon program/course completion or upon graduation.

### **REQUIREMENTS FOR GRADUATE TO PRACTICE:**

**Dental Assistant:** Students are not required to complete any additional requirements to perform as a Dental Assistant in Arizona. The Student may perform basic supportive dental procedures specified by the state dental practice act under the direct supervision of a licensed dentist.

**Dental Assistant Qualified in Radiography:** NOT REQUIRED TO BE A DENTAL ASSISTANT. In order to legally operate dental x-ray equipment and perform dental radiographic procedures under the general supervision of a licensed dentist in Arizona, a dental assistant must:

1a. Pass the national DANB Radiation Health and Safety (RHS) exam,

OR

2a. Be currently certified in another U.S. jurisdiction that requires successful completion of a written dental radiography exam, AND

2b. Apply to the Arizona State Board of Dental Examiners (ASBDE) for Dental Assistant Radiography Certification by Credential and receive the Arizona Radiologic Proficiency Certificate, issued by the ASBDE.

Dental Assistant Qualified in Coronal Polishing: NOT REQUIRED TO BE A DENTAL ASSISTANT.

To perform coronal polishing procedures in the state of Arizona under the general supervision of a licensed dentist, a dental assistant must hold an Arizona Coronal Polishing Certificate. To qualify, one must:

1. Pass DANB's Coronal Polishing exam found in the Arizona Coronal Polishing Certificate application packet (administered by DANB), AND
2. Submit an Arizona Coronal Polishing Clinical Skills Affidavit completed by a licensed dentist or coronal polishing educator/course instructor to DANB, AND
3. Receive the Arizona Coronal Polishing Certificate, sent upon successful completion of the DANB Coronal Polishing exam and submission of the Arizona Coronal Polishing Clinical Skills Affidavit to DANB.

### **TUITION AND FEES:**

Registration Fee*:	\$100
Tuition**:	<u>\$5,850</u>
Total Cost of Program:	\$5,950

*\*Registration Fee included in down payment*

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

### **PAYMENT SCHEDULES:**

Check, credit card payment options include:

1. \$5950 paid-in-full
2. \$500 Down Payment (Check, Cash, Credit Card); \$5450 Due First Day of Class
3. \$950 Down Payment, then 4 payments of \$1250 due at the start of the 1st, 3rd, 5th and 7th week.

Tuition reductions and discounts are not offered.

**REFUND POLICY:** If for any reason an applicant is not accepted by the school, the applicant is entitled to a refund of all monies paid.

**Three-Day Cancellation:** An applicant who provides written notice of cancellation within three days (excluding Saturday, Sunday and federal and state holidays) of signing an enrollment agreement is entitled to a refund of all monies paid. No later than 30 days of receiving the notice of cancellation, the school shall provide the 100% refund.

**Other Cancellations:** An applicant requesting cancellation more than three days after signing an enrollment agreement and making an initial payment, but prior to entering the school, is entitled to a refund of all monies paid, minus the registration fee of \$100.00

**Refund after the commencement of classes:**

1. Procedure for withdrawal/withdrawal date:
  - a. A student choosing to withdraw from the school after the commencement of classes is to provide written notice to the Director of the school. The notice is to indicate the expected last date of attendance and be signed and dated by the student.
  - b. For a student who is on authorized Leave of Absence, the withdraw date is the date the student was scheduled to return from the Leave and failed to do so.
  - c. A student will be determined to be withdrawn from the institution if the student has not attended any class for 14 days.
  - d. All refunds will be issued within 30 days of the determination of the withdrawal date.
2. Tuition charges/refunds:
  - a. Before the beginning of classes, the student is entitled to a refund of 100% of the tuition, minus the registration fee of \$100.00 if the student has been registered for attendance more than 72 hours.
  - b. After the commencement of classes, the tuition refund, minus the registration fee of \$100.00 as follows:

% of the clock hours attempted:	Tuition refund amount:
10% or less	90%
More than 10% and less than or equal to 20%	80%
More than 20% and less than or equal to 30%	70%
More than 30% and less than or equal to 40%	60%
More than 40% and less than or equal to 50%	50%
More than 50%	No Refund is required



The percentage of the clock hours attempted is determined by dividing the total number of clock hours elapsed from the student's start date to the student's last day of attendance, by the total number of clock hours in the program.

Books, supplies and fees (excluding Registration Fee) are included in the tuition and accounted for in the refund amount calculated from the table above.

Refunds will be issued within 30 days of the date of student notification, or date of school determination (withdrawn due to absences or other criteria as specified in the school catalog), or in the case of a student not returning from an authorized Leave of Absence (LOA), within 30 days of the date the student was scheduled to return from the LOA and did not return.

Holder in Due Course Statement: Any holder of this consumer credit contract is subject to all claims and defenses which the debtor could assert against the seller of goods or services obtained pursuant hereto or with the proceeds, hereof Recovery hereunder by the debtor shall not exceed amounts paid by the debtor (FTC Rule effective 5-14-76).

**STUDENT SERVICES:** The School offers students assistance for employment but does not guarantee placement or employment after graduation.

**STUDENT GRIEVANCE:** Should a student have a complaint within 1 year of an incident with the School, then the following steps shall be taken by him/her:

1. Student shall first attempt to address the grievance informally with the instructor or applicable staff member and try to resolve it. If unsuccessful, proceed to the written grievance procedure.
2. Student may state the grievance in writing to Rachael Linebarier, Program Director, or its designee. The Program Director shall have ten (10) business days in which to investigate and address the grievance.
3. Should The Program Director fail to or unacceptably address the grievance or find the complaint to be unsubstantiated, and the Student complaint cannot be resolved after exhausting the institution's grievance procedure, the student may file a complaint with the Arizona State Board for Private Postsecondary Education. The student must contact the State Board for further details.

The State Board Address is:

1740 W. Adams Street, Suite 3008

Phoenix, Arizona 85007

602-542-5709

Website: [www.azppse.gov](http://www.azppse.gov)

**PERSONNEL:** Rachael Linebarrier, acting Owner, Director, and Chairman of the Board, 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.

Shelly Fernandez is the administrator and manager of the Scottsdale, AZ school location. Shelly has been the office manager at North Scottsdale Dental Studio and working with Dr. Todd Mabry for over eight years.

**APEX DENTAL EDUCATION CONTACT INFORMATION:**

Mailing Address – P.O. Box 7313, Little Rock, AR 72217

Street Address - 8595 E. Bell Road, Scottsdale, AZ 85260

Phone – (844) 507-4779

Contact@ApexDentalEducation.com

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**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*

**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*

**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*

**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*