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# Catalog

**Effective Date:** August 1, 2021

**Board Members:** Dr. Whitney Sebree, Steve Sebree

**Chief Executive Officer/President/Clinical Director:** Dr. Whitney Sebree

**Chief Program Officer/Chief Growth Officer:** Steve Sebree

## 1. Programs Offered

- 1.1. **Dental Assisting Program:** The goal of the program is to prepare students to enter the workforce as trained dental assistants. Focus will be placed on both basic and advanced techniques in the field of dentistry. The table below summarizes the required classes and associated hours.

Module	Classes	Clock Hours
1	Orientation & Introduction into Dental Profession	6
2	Sterilization, Infection Control & Maintenance	6
3	Dental Anatomy & Physiology/Dentition	6
4	Dental Charting	6
5	Dental Instruments & Equipment	6
6	Dental X-Rays (including CBCT & Panoramic)	6
7	Vital Signs, Anesthesia, & CPR training	6
8	Impressions & Introduction to Cerec & CAD/CAM	6
9	Dental Materials	6
10	Practical (Restorative & Crown)	6
11	Practical (Extractions)	6
12	Practical (Preventative Dentistry)	6
13	Practical (Permanent Crown) Resume Review & Interview Techniques	6
	Externship ( <i>see Section 1.1.1. below</i> )	40
	Total	118

- 1.1.1. **PLEASE NOTE:** A 40-hour externship is required as part of Unity's Dental Assisting Program to receive a certificate of completion. The externship must be taken after all hands-on training is completed and prior to graduation.

- 1.2. **Hybrid Structure:** The program has been structured to meet the demands of today's students by teaching and training in a flexible and convenient two-part series of classes.

- 1.2.1. **Part 1 Online Learning:** Offered exclusively through Unity's proprietary online student portal. Here, students will watch instructional training videos, guide themselves through lectures slides, and complete quizzes and tests. Once all online coursework has been completed with a passing grade, students will then move onto Part 2.

- 1.2.2. **Part 2 Hands-On Training:** Students will find a familiarity with each of these classes as they work through the entire curriculum for a second time via hands-on clinical training. Each online lecture will be taught in an in-person setting by a Unity Instructor, ensuring the student is given multiple opportunities to learn the required material prior to completing the program.

**2. Tuition, Costs, & Fees**

- 2.1. Total cost of Dental Assisting Program: \$4,450.00
- 2.2. Each student participating in the dental assisting program will be provided with one (1) rental textbook, study aids, notes, one (1) pair of scrub pants, one (1) UDA t-shirt, and one (1) pair of safety glasses. All dental technology and equipment are included. An optional Android tablet is also available upon request to those students who do not have a way to access Unity’s online classroom. UDA will cover the cost for each student’s first attempt at passing the Radiation Health and Safety (RHS) Exam. Any failed attempts requiring a student to retake this exam must be covered and paid for by the student. Tuition and Registration Fee will be refunded based on guidelines listed on the next page. Fees associated with the RHS exam will be refundable (except for any credit card or debit card transaction fees) up until the point the student registers and exams are paid for by UDA. Once the student has been registered and payment has been processed, the exam fees are no longer refundable.
- 2.2.1. Registration fee: \$75.00
- 2.2.2. Textbook, supplies, & equipment: \$220.00
- 2.2.3. Radiation Health & Safety (RHS) exam: \$270.00
- 2.2.4. Basic Life Support Cardiopulmonary Resuscitation (CPR) certification: \$35.00
- 2.2.5. Tuition: \$3,850.00

**3. Institutional Payment Plans & Financing Options**

Students are required to pay the \$75.00 Registration Fee to enroll in the UDA program. To pay the remaining balance, students can choose from one of the below institutional payment options. These payment and financing options are available to all students of Unity. Please discuss any further questions or concerns with Unity’s Financial Representative.

Payment Options		Payment Amount	Total Payment
1	Full payment (less \$75.00 Registration Fee). Program must be completely paid for prior to starting classes.	\$4,375.00	\$4,375.00
2	Weekly payment plan (less \$75.00 Registration Fee). \$540 deposit prior to first day of class. 13 consecutive weekly payments of \$295 (auto-pay) starting week 1 of classes. Program must be paid in full prior to receiving certificate of completion.	\$295.00	\$4,375.00
3	Monthly payment plan (less \$75.00 Registration Fee). Approved financing for part or all of program prior to first day of class. Student may also choose to pay additional deposit to lower monthly payment amount.	TBD	TBD

#### 4. Admission Requirements

- 4.1. To be eligible for enrollment, all applicants must meet one of the following criteria:
  - 4.1.1. Initial interview with at least one member of the board
  - 4.1.2. Proof of high school diploma, certificate of high school equivalency, or completion of a secondary education in a home school setting that complies with all state law
  - 4.1.3. Official educational transcripts
  - 4.1.4. Must be 18 years of age, or 17 years of age with parental or guardian consent

#### 5. Vaccination requirements

Students are required to complete vaccinations before being allowed to participate in hands-on training.

- 5.1. **Hepatitis B Series:** Indicate date of series completion or scheduled injections, submit a titer which indicates protection, or submit a waiver explaining why the student will not be receiving the Hepatitis B Series. Students must have two of the three Hep B vaccinations completed, before being admitted into the clinical setting.
- 5.2. **Tetanus/Diphtheria (Tdap):** Must have occurred within the last 8 years and must include confirmation of vaccination date. If student is declining, a waiver must be submitted explaining why they will not be receiving the Tdap vaccination.
- 5.3. **TB skin test (Mantoux, PPD test):** Verified negative or provide negative chest X-ray report.
- 5.4. **PLEASE NOTE:** Unity Dental Assisting will not be interpreting these results. The student must submit reports stating that they are protected (serologically immune), before admittance into hands-on training. If the student does not complete these vaccination requirements prior to starting hands-on training, the student must sign declination forms indicating the status of their vaccinations is unknown. Under these circumstances, Unity Dental Assisting is not held liable for any diseases or viruses the student may encounter.

#### 6. Training/Completion Requirements

- 6.1. Students will receive didactic training and hands on clinical training experiences.
- 6.2. Students must complete 118 hours of training to graduate.
- 6.3. A 40-hour externship is required to graduate.
- 6.4. RHS fee is covered in the total program cost.
- 6.5. Students are required to have an attendance rate of 89% (106 hours) to graduate.
- 6.6. Student must end the Dental Assisting program with an average grade of 70% or higher to be eligible to receive their certificate of completion.

## 7. Cancellation & Refund Policy

- 7.1. **Denial:** An applicant denied by UDA is entitled to a refund of all monies paid.
- 7.2. **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, except for any credit card or debit card transaction fees. UDA shall provide 100% of the refund (less transaction fees) no later than 30 days of receiving the notice of cancellation.
- 7.3. **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 UDA program, is entitled to a refund of all monies paid less the \$75.00 Registration Fee, except for any credit card or debit card transaction fees.
- 7.4. **Leave of Absence (LOA):** If a student needs to take a LOA (maximum four (4) weeks) they must first notify the board in written format, describing why they are taking time off, how long they expect to be absent, and their expected return date. The board will review each individual case and accept or deny the request. If the request is accepted, a plan will be implemented to place the student in the next available class where he/she left off in the program. If the student does not return on the specified date agreed upon by student and the board, then the refund policy (defined in Section 8) will be followed. If the request is denied, then the student will be refunded monies as listed in the refund policy. Each student will only be allowed to take one LOA during their enrollment in the program, and the time cannot exceed four (4) weeks. If the student needs to take a longer period off, they will be refunded their monies based on UDA's refund policy listed below. If they wish to re-enter the program, they will have to reapply and pay the full fee.

## 8. Refund After the Commencement of Classes

### 8.1. **Procedure for Withdrawal/Withdrawal Date**

- 8.1.1. A student choosing to withdraw from UDA after the commencement of classes shall provide written notice to the Office of the President of UDA. The notice is to indicate the expected last date of attendance and be signed and dated by the student.
- 8.1.2. For a student who is on authorized LOA, the withdraw date is the date the student was scheduled to return from the LOA and failed to do so.
- 8.1.3. A student will be determined to be withdrawn from the institution if the student has missed more than 12 hours of class/clinic time without prior arrangements.
- 8.1.4. All refunds will be issued within 30 days of the determination of the withdrawal date.

### 8.2. **Tuition Charges/Refunds**

- 8.2.1. After the commencement of classes, the tuition refund fee (less the \$75.00 registration fee) amount shall be determined as follows:

Percentage of Clock Hours Attended	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 required

8.2.2. Percentage of clock hours attended is calculated by dividing the total number of clock hours elapsed from the student's start date in the program to the student's last day of attendance, by the total number of clock hours in the program.

## 9. **Refunds**

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

## 10. **Educational Delivery Method**

10.1. The curriculum for UDA has been carefully crafted and structured to help graduating students walk away with the confidence and necessary skill set to be a valued member of a dentistry team. The entire program consists of 12 modules with an additional 40-hour externship, totaling 118 clock hours. Classes will consist of the following:

- Online coursework including instructional videos, lecture slides, quizzes, and tests
- In-person dental clinic with hands-on experience

10.2. Unity's online learning and hands-on training gives students the relevant exposure and real-world dental scenarios they need before entering the workforce.

## 11. **Student Services**

At UDA, student success is the absolute top priority. It is the goal for every graduate of the dental assisting program be ready to start work immediately. Because the quality and success of each UDA student is so important, the following services will be offered to ensure all students are given the opportunity to achieve their goals:

- Tutoring (private or in a group setting) for any student of UDA – \$25/hour (see Sec. 16.5)
- Online webinars and chat sessions available to answer student questions
- Resume writing workshops
- Interviewing techniques with role playing
- Recommended externship sites
- Career counseling

## 12. **Academic Calendar**

UDA will be closed for Memorial Day, Labor Day, Fourth of July, Thanksgiving, and one week from late December to the beginning of January. The Academic Calendar will be updated on the website by January 1st of each year.

### 13. Postponement of Start Date

Postponement of a starting date, whether at the request of the school or the student, requires a written agreement signed by the student and the school. The agreement must set forth:

- a. Whether the postponement is for the convenience of the school or the student, and;
- b. A deadline for the new start date, beyond which the start date will not be postponed.
- c. If a new start date cannot be agreed upon by both parties, then a full refund will be issued to the student within 30 days of the decision.

If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to a full refund of prepaid tuition and fees within 30 days of the deadline of the new start date. This is determined in accordance with the school's refund policy and all applicable laws and rules concerning the Private Occupational Education Act of 1981.

### 14. Attendance Requirements

- 14.1. Students can miss up to 12 hours of class/clinic time and still qualify for graduation. Students are required to have an attendance rate of 89%. Students are required to inform their instructor at UDA immediately, so arrangements can be made to help the student reschedule their hands-on clinic sessions. There will be no additional charge for make-up sessions. Instructors may request your withdrawal from a course or program if absences or tardiness exceed the allotted missed hours.
- 14.2. Students who are unable to continue classes for medical or personal reasons will be required to take a leave of absence until they are able to return to class. Please refer to the Leave of Absence policy called out in Section 7.4.

### 15. Student Re-Enrollment

- 15.1. **LOA:** Following a LOA that was approved by the board, the student may re-enroll in the next available course that has open seating.
- 15.2. **Four Weeks or Less:** Students who've missed four weeks or less, and have been approved for the leave of absence, may stay where they were in the program and join the next available course to finish up the program at no additional cost. UDA will reserve a seat in the appropriate class for the student.
- 15.3. **Over Four Weeks:** Student will have to start over with the courses and will be placed in the next upcoming class that has availability. After a LOA of 30 days, a refund will be given to the student based on UDA's refund policy. For this reason, the student will have to pay all fees again minus the Registration Fee.

### 16. Academic Standards

- 16.1. **Homework:** Students are required to complete all homework assignments for each module to receive their certificate of completion. Homework is graded on the percentage-based grading scale shown below.
- 16.2. **Exams:** Exams for each module will be taken online and will cover the coursework and material for that module. Students will be graded on the percentage-based scale shown below. The exams indicate the student's capabilities and readiness for the workforce to apply the principles taught throughout the course. For this reason, the student will be allowed to fail (69% or less) only one exam. If the student fails an exam, they will be

allowed to review the exam with the instructor and ask any necessary questions. The student will then be permitted to retake the exam. If the student fails the first exam and wishes to have a private tutoring session with an instructor before the second exam, that can be arranged for the student. If the exam is failed twice, the student will be required to retake the course with another class and pass the exam before they can move on in the program. A fee of \$50.00 will be required to retake the course. In the unfortunate circumstance that the exam is failed three times, the student will be removed from the program.

16.3. **Grading Scale for Homework, Exams, & Practical's**

A = 90% – 100% Excellent  
B = 80% – 89% Above Average  
C = 70% – 79% Average  
D = 60% – 69% Below Average/Fail

16.4. **Satisfactory Academic Progress Policy:** Students must maintain satisfactory academic progress to remain enrolled. To maintain satisfactory academic progress, the student is required to pass each exam. The program in which the student is enrolled must be completed in no more than 150% of the clock hours required. Student must maintain a grade point minimum of 70% (C) or higher for at least 50% of the program.

16.5. **Tutoring:** Private or group tutoring with an instructor is available to the students and is optional. There will be an hourly fee for the instructor's time of \$25/hour. The price remains the same regardless of the number of students attending the session.

16.6. **On-Time Program Completion:** Each student must complete all online learning (except for the final exam) in a timely manner prior to entering hands-on training. Each student selects and signs up for a specific hands-on training class and is required to first complete the online learning to be eligible for the selected hands-on class. If a student does not complete all online learning (except for the final exam) within six months of the online learning start date and prior to the hands-on training class they selected, UDA reserves the right to move them to a different future hands-on class at their discretion. If a student does not complete the online learning within six months of the online learning start date, UDA reserves the right to dismiss the student from the program. If dismissed for this reason, the student is entitled to a refund of at least 50% of tuition money paid, as outlined in the section for Refund After the Commencement of Classes.

17. **Grade Reporting & Transcripts**

Grades for every student are recorded online at the completion of every module. Cumulative grades will be calculated at 6 weeks and at end of the program after the final test and before graduation. All records will be kept in a digital format after the student's graduation. Students can request a transcript by notifying the administration department in writing.

18. **Credits**

No previous credits will be accepted to complete the program.

19. **Dismissal Policy**

A student can be dismissed from UDA at any time for the following reasons:

19.1. **Academic Failure:** In the unfortunate circumstance that an exam is failed (score below 70%) three times, the student will be dismissed from the program.

19.2. **Clinical Failure:**

19.2.1. Unsafe practice in the clinical area.

19.2.2. Inappropriate behavior towards a patient, other student, or faculty/staff.

19.2.3. Student attendance rate falls below 89% (according to Section 15 Attendance Requirements) and absence is unapproved.

19.3. **False and Fraudulent Behavior:** We at UDA believe that the most important qualities a healthcare professional can possess are honesty, integrity, and compassion. We hold our students to the highest standard and expect them to carry themselves in an ethical and professional manner. There will be no tolerance for any type of cheating or academic dishonesty in any aspect of the program.

19.4. **Breach of patient confidentiality:** Sharing any patient information with anyone who is not involved in their immediate care, improper handling of any patient documentation.

20. **Student Grievance Procedure**

Should a student have a complaint with the institution, the following steps shall be taken by him/her:

20.1. 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.

20.2. Student may state the grievance in writing to Dr. Whitney Sebree, President, or designee. The President, or designee shall have ten (10) business days in which to investigate and address the grievance.

20.3. Should the President or designee fail to, or unacceptably address the grievance, 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.

20.4. If 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. Students have one (1) year from the date of the occurrence to submit a grievance to the Institution.

20.5. The State Board address is:

*1740 W. Adams Street, Suite 3008*

*Phoenix, Arizona 85007*

*602-542-5709*

*Website: <https://ppse.az.gov>*

21. **Requirements for Graduates to Practice**

21.1. **State/Local Requirements Per the Dental Assisting National Board (DANB):**



- 21.1.1. 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.
- 21.1.2. There are no education or training requirements for this level of dental assisting.
- 21.2. **Dental Assistant qualified in coronal polishing:** 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:
  - 21.2.1. Pass DANB's Coronal Polish exam found in the Coronal Polish Exam for Arizona Residents (CPEAR) [Form A] application packet (administered by DANB), AND
  - 21.2.2. Submit an Arizona Coronal Polishing Clinical Skills Affidavit [Form B] completed by a licensed dentist or coronal polishing educator/course instructor, AND
  - 21.2.3. Receive the Arizona Coronal Polishing Certificate, sent upon successful completion of the DANB Coronal Polish exam and submission of the Arizona Coronal Polishing Clinical Skills Affidavit to DANB.
  - 21.2.4. Learn More about DANB's Coronal Polish Exam for Arizona Residents (CPEAR) [Forms A & B] at: <https://www.danb.org/~media/Files/2015-State-Applications/CPEAR.ashx?la=en>
- 21.3. **RHS/Radiography Requirements Per DANB:**
  - 21.3.1. To legally operate dental x-ray equipment and perform dental radiographic procedures in Arizona, a dental assistant must meet the requirements shown below.
  - 21.3.2. A dental assistant must hold a current Arizona Board-approved certificate in radiology. To obtain a certificate, one must:
    - 21.3.2.1. Pass the national DANB Radiation Health and Safety (RHS) exam, AND
    - 21.3.2.2. Receive the Arizona Radiologic Proficiency Certificate (ARPC), issued by DANB, OR
    - 21.3.2.3. Be currently certified in another U.S. jurisdiction that requires successful completion of a written and clinical dental radiography exam, AND
    - 21.3.2.4. 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.
    - 21.3.2.5. **Note:** Arizona no longer requires dental assistants to take the Arizona Clinical Radiologic Proficiency Exam as a requirement for earning the Arizona Radiologic Proficiency Certificate, effective Jan. 1, 2011. Dental Assistants who passed the RHS exam prior to Jan. 1, 2011 but

have not passed the clinical exam may call DANB at 1-800-367-3262 for information on how to obtain an Arizona Radiologic Proficiency Certificate.

- 21.3.2.6. Learn more about DANB's Radiation Health and Safety (RHS) exam at: <https://www.danb.org/en/Become-Certified/Exams-and-Certifications/RHS-Exam.aspx>

#### 21.4. **National Requirements Per DANB to Become a Certified Dental Assistant:**

21.4.1. **Certified Dental Assistant:** Students need to complete the Infection Control Exam (ICE) and Radiation Health and Safety (RHS) exam which have no pre-requisite and complete one of the following:

- 21.4.1.1. Pathway I: Graduation from a Commission on Dental Accreditation (CODA) dental assisting or dental hygiene program, AND current CPR certification from a DANB-accepted provider
- 21.4.1.2. Pathway II: High school graduation or equivalent, AND minimum of 3,500 hours of approved work experience, AND current CPR certification from a DANB-accepted provider
- 21.4.1.3. Pathway III: Former DANB CDA status, or graduation from a CODA-accredited DDS or DMD program, or graduation from a dental degree program outside the U.S. or Canada, AND current CPR from a DANB-accepted provider.

## 22. **The Student Understands**

- 22.1. UDA does not accept credit for previous education, training, work experience.
- 22.2. UDA does not guarantee job placement to graduates upon program completion or upon graduation.
- 22.3. UDA reserves the right to reschedule the program start date when the number of the students scheduled is too small.
- 22.4. UDA will not be responsible for any statement of policy or procedure that does not appear in the UDA catalog.
- 22.5. UDA reserves the right to discontinue the student's training for unsatisfactory progress, nonpayment of tuition, or failure to abide by UDA rules.
- 22.6. UDA does not guarantee the transferability of credits to a college, university, or institution. Any decision on the comparability, appropriateness, and applicability of credits and whether they should be accepted is the decision of the receiving institution.