

GENESIS DENTAL SCHOOL OF ASSISTING

11531 So District Main Dr., Suite 600, So Jordan, UT 84095, 801-505-9730, 385-324-6414 text

Visit our website at: www.GenesisDentalAssistantSchool.com

About Our Program

The job opportunities for trained dental assistants are quite good in today's marketplace. In most parts of the country, there is an acute shortage of dental assistants. An examination of the classified ads online shows that the demand for dental assistants is quite strong. This is true all over the country as well. The majority of these ads require experienced applicants.

Following your training in this **Ten Week Course**, you will have the confidence and skills necessary to apply for these positions. Along with your diploma, x-ray certification, and CPR certification, we will provide a letter of recommendation and a summary of your training experience to those students with a 70% or above grade average for the course.

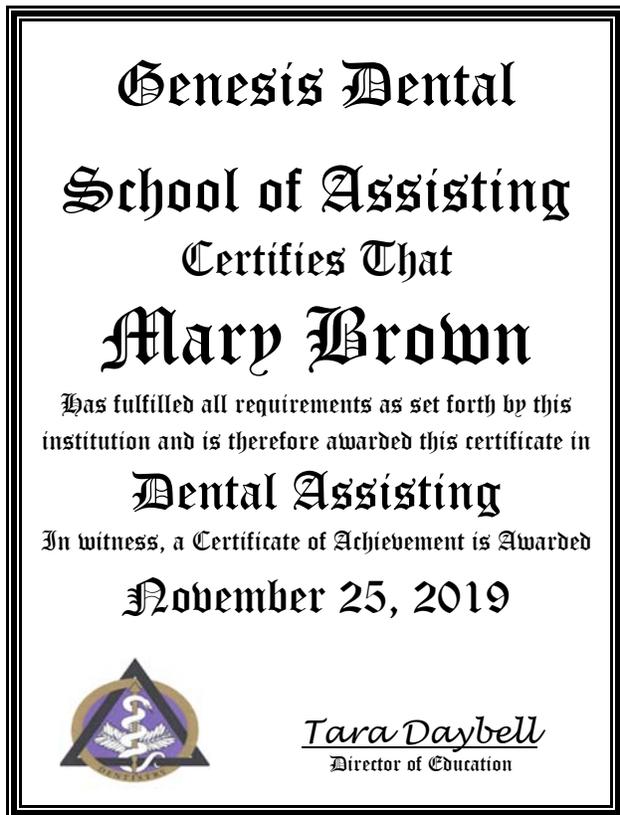
Part of your training will involve the Job Interview itself, how to prepare for it, how to dress, what to say, etc. So often, jobs are lost during the first five minutes of the interview. We feel it is important to train you in this area as well so that you will stand out from the rest of those competing for that position.

The starting pay scale for experienced dental assistants is considerably higher than non-experienced and most offices will not even consider anyone with no experience. We are often asked what a graduate from our course can expect to make in their first job. The answer sometimes depends on where the office is located. Urban, metropolitan areas, as a rule, pay more than rural areas. Graduates of our course have been averaging \$12 to \$14 per hour to start and our placement rate of our students is over 80%. Dentists from all over the Salt Lake area are looking for employees just like our students. We will assist you to try and match the kind of office and location you are looking for to suit your needs!

Our course is specifically designed for anyone looking for a chance to enter the field of dentistry. It is wonderful for both recent high school graduates and others looking to either come back to the work force or change existing careers.

Another factor that is often overlooked is in the area of job satisfaction. We have heard many times over the years from our students on how much happier they are working in the dental profession as compared to their previous jobs. One student reported, "I literally feel *rescued* from a factory job I hated and a future I did not look forward to." A parent of another one of our students thanked us personally for giving his daughter new direction and responsibility in her life. She had been a fast food server with a small child to raise and no particular goal or ambition in life. Since completing our course, she has worked in a dental office for two years now and *loves it*. Are you happy in your job? If not then **do something about it!!**

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A certificate similar to the one at left will be awarded to those who successfully complete the course. This will provide the student with the required X-ray certification necessary to work in the state of Utah.

All supplies, materials, teaching aids, books, etc., are supplied at no additional charge. There are no hidden costs beyond the tuition for the course.

Our course is unique in that it is actually taught in a practicing dental office. Our facilities are made up of a 2,650 sq. ft. fully operational and modern dental office. The dental office has 6 treatment rooms, 4 x-rays, 1 panoramic x-ray, a sterilization room, a lab, an employee break room, business office, consultation room, and doctor office. In addition to the dental office, we have an additional 600 square feet which houses the student lecture facilities. Our lecture room is equipped with a computer and a large screen

TV as all lectures are power point presentations with instructional video imbedded into the presentation. All of our facilities are housed in a brand new office which we constructed in 2019. The address is **11531 So District Main Drive** in The District retail complex in South Jordan just east of Bangerter Hwy.

You will learn the state-of-the-art methods in assisting. Our staff has many years experience in the dental profession and in teaching the art and science of dental assisting. We constantly update our course as techniques and the profession change. Michael Visser, DDS is our president. Dr Visser received his dental training from Boston University, has run an ultra successful dental practice, has 12 years' experience as a practicing dentist in all phases of dental care, and has a particular knack for training dental assistants. Our classroom instructor and clinical director is Tara Daybell. Tara has been in the dental field for 21 years as a dental assistant, pediatric dental assistant, front office insurance coordinator, office manager, and dental assistant instructor.

The course is given three times a year: January, April and September. The classes are taught on Saturdays so you may continue your full-time job while you train for your new career in Dental Assisting. We also have opportunities to observe and work with real dentists in an actual practicing office during the course if you choose to. Our students who have made the effort to master the skills and studied hard to gain the knowledge have had *no* problem obtaining positions in the dental profession as chairside assistants.

Make A Decision That Could *Change Your Life* !

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Dear Student,

We hold an **Open House on the Thursday 9 days before the start of each of our semesters in January, April, and September from 6-8pm**. We hold these Open Houses in conjunction with the start of each dental assisting session in order to facilitate registration and to answer any questions for anyone interesting in seeing our facilities and learning more about our program. **You are officially invited to attend!** Friends and family members are invited to attend as well.

This will be an informal gathering where you will be able to meet myself and our instructors associated with the school. We will give you a tour of the facility and answer any questions that you may have. Each person is usually there for about 30 minutes and you may come at anytime from 6-8pm.

Our facilities are made up of a 2,650 sq. ft. fully operational and modern dental office. The dental office has 6 treatment rooms, 4 x-rays, 1 panoramic x-ray, a sterilization room, a lab, an employee break room, business office, consultation room, and doctor office. In addition to the dental office, we have an additional 600 square feet which houses the student lecture facilities. Our lecture room is equipped with computer and a large screen TV as all lectures are power point presentations with instructional video imbedded into the presentation. All of our facilities are housed in a brand new office we constructed in 2019. The address is **11531 So District Main Drive** in The District retail complex in South Jordan just east of Bangerter Hwy.

The Open House will be from 6-8pm. There will be refreshments served and in addition to giving everyone a complete tour of our facilities, we will also show a sample of our lecture presentations, and give a complete review of the dental assisting program.

This Open House serves as a great opportunity for those who are undecided to get comfortable with our program and have all their questions answered. In addition, it is an opportunity for those who have already decided to attend to see the facilities before starting the course, meet the instructors and other students, and finalize registration for those who have not done so.

We look forward to seeing you there.

Sincerely,

Jason D Casto
Program Director

PS – Any person who registers for the course will receive **free teeth whitening** from our dental practice.

Dental Assisting

Course Outline

The following subjects are covered in depth from both a didactic and a practical clinical experience. The morning lecture is followed by an afternoon of clinical, "hands on" training in our *state-of-the-art* practicing dental office. During their course of study, the students learn the operation of all equipment, instrumentation and materials commonly used in a general dental practice. All students receive in excess of 8 hours of instruction in radiology. Our students have been trained in many of the "expanded duties" as well.. Details of the student's extensive clinical training are outlined below.

I. Dental Theory and Terminology

- A. Dental and oral anatomy, tooth identification and numbering system
- B. Instrument nomenclature and identification for all aspects of General Dentistry
- C. Dental terminology
- D. Equipment operation, chair positioning, assistant equipment usage
- E. Treatment options available, depending on oral conditions

II. Receptionist - Front Desk Office Management

- A. Phone techniques and appointment book control
- B. Billing: accounts receivable and accounts payable, collections
- C. Filing insurance forms and pre-treatment estimates
- D. Insurance terminology

III. Four-Handed Dental Assisting

- A. Instrument transfer techniques, chair-side assisting and patient suctioning
- B. Chair-side doctor-patient-assistant positioning
- C. Tub and tray systems of instruments and materials
- D. Familiarity and use of instruments and materials in assisting for:
 - 1. Operative Dentistry-amalgam and composite restorations
 - 2. Oral Surgery - instruments, procedures and post-op protocol
 - 3. Crown and Bridge - polyvinyl "gun type" impression taking, temporary fabrication, cord packing, hemostatic agents, introduction into various crown types
 - 4. Endodontics - instruments, medicaments and materials: how and why they are used
 - 5. Periodontics - disease origin and usual treatment methods
 - 6. Pedodontics - commonalty and differences in treating children vs. adult patients

IV. Radiology

- A. X-ray theory and technique, use of Rinn® holders and other methods
- B. Intraoral, bitewing, panoramic, and endodontic exposure methods
- C. Digital Radiography and Computer Integration
- D. X-ray identification, interpretation, safety and precautions

V. Impressions and Model Trimming

- A. Impression materials and practice in their uses: alginates, poly vinyl siloxane, etc.
- B. Wax bites, counter impressions,
- C. Model pouring and trimming

VI. Cements and Liners

- A. Introduction to various cements and liners used in dentistry
- B. Practice mixing cements and liners

VII. Sterilization Techniques

- A. Sterilization theory and terminology, autoclave operation
- B. Instrument and equipment sterilization / disinfection
- C. Treatment room disinfection and asepsis techniques
- D. Handpiece care and maintenance

VIII. Job Interview and Placement Assistance

- A. Proper image, dress, resume, and how to prepare for the job interview itself
- B. Difficult questions you may face - how to answer them
- C. Do's and don'ts during the interview, what to expect

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FREQUENTLY ASKED QUESTIONS

FAQ #1 - What sets your program apart from other dental assisting programs?

FIRST IS TIME. Our program is 10 weeks. It is not 6, 12, or 18 months. We will not waste your time teaching you subjects that have little relevance to the everyday work of a dental assistant. We do not inflate the curriculum in order to justify a longer program

SECOND IS COST. Our tuition is NOT \$8,000 - \$10,000. We are proud of our low cost of \$2,995

THIRD IS EXPERIENCE. Our program was started in 1987 and was the first in the country to train dental assistants in an actual practicing dental office. Specifically, our Salt Lake area school has been in operation since 2007. We do not teach in a vocational classroom using antiquated or non-functioning equipment. You will be trained on state of the art equipment in an operating dental practice by dental professionals who actually practice dentistry every day. You will receive maximum hands-on practice accompanied by audio-visual teaching aids.

FAQ #2 - How long is your program?

10 WEEKS! Not 6 months, not 12 months, not 18 months. Change your career and your life in less than 3 months.

FAQ #3 - When are the classes? (What days and how long)

The classes for the program are ONLY on Saturday. There are no weekday classes. There are no evening classes. The classes on Saturday are all day from 8 am to 4 pm. The morning consists of learning the concepts and the afternoon consists of hands on practicing the skills in the dental office.

FAQ #4 - What is included in the course?

Everything is included. There are absolutely NO extra charges. Not only are all books, tuition, fees, X-ray certification, CPR certification, and a set of dental assisting scrubs included, but we also stock the refrigerator at the school with each beverages for the students for the entire 10 week course.

FAQ #5 - How much does your program cost?

One of the most exciting things about our program is the low cost. The total cost is \$2,995. This includes all fees for registration, graduation, and CPR certification; it also includes all books and a set of scrubs. There are no additional costs whatsoever. Do not waste \$8,000 - \$10,000 of your money sitting in a classroom for 6 -18 months.

FAQ #6 - Is there financing available? What are the payment options?

OPTION #1 PRE-PAYMENT IN FULL

Any student who pays tuition in full on or before the night of the Open House will receive a \$250 discount off their tuition. We accept cash, check, and all major credit cards. You can even pay from your phone.

OPTION #2 THREE (3) PAYMENTS

Three equal payments – Payment #1 before start of class, Payment #2 by 4th class, Payment #3 by 9th class

OPTION #3 EXTENDED MONTHLY PAYMENTS

For those students wishing to finance their tuition and spread payments out over an extended period we have several options. These options include programs for good credit and poor credit. There are options with a down payment and without a down payment. Options that include interest and options with no interest. Taking advantage of such options can lower a student's payment to less than \$100 per month.

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FAQ #7 - Can I get a government student loan to pay for the course?

No. While we offer students the ability to get a loan to pay for tuition, these loans are personal loans and not government student loans. Government loans are only available for traditional college courses and our program is more accurately classified as a job training program.

FAQ #8 - How big are the classes?

We limit our classes to 20 students. We purposely keep it small so that there is a lot of one on one instruction, particularly in the afternoon, when students are practicing the skills. We want to make sure there are never more than 5 students to 1 instructor.

FAQ #9 - How fast do the classes fill up?

Registration closes on the night of the Open House which is usually 9 days before the start of each semester. Every class is filled to capacity. Normally, there are still a few openings on the night of the Open House and that is when we officially fill the class. However, occasionally the semester is filled prior to the Open House. If you know you want to take the course then do not delay. Register as early as possible in order to secure your spot.

FAQ #10 - How do I register?

The best way is to register online right on our website. Registration is very simple. However, you may also register by mailing in your registration papers, faxing in your registration papers, or personally delivering them to the school.

FAQ #11 - How much money does a dental assistant make?

Dental Assistants make well over double the minimum wage. Experienced dental assistants average more than \$19 per hour in the Salt Lake area. Graduates of our course have been averaging \$13-14 per hour to start.

FAQ #12 - Do you offer job placement assistance?

Absolutely! One of the aspects of the curriculum which we pride ourselves on is the training we extend to our students on how to interview and get a dental assisting job. In addition, dentists from the surrounding area call our school to request our students. This service is free to both dentists and students. It is not uncommon for some students to get interviews and even jobs before they graduate. Dental assisting positions are always available and job prospects for dental assistants are always better than the current market conditions.

FAQ #13 - What if I am scared of being able to pass the class?

Many students express concern over their ability to pass the class. Our graduation rate is well over 90%. Unlike many school settings where learning is mostly achieved by listening to dry lectures and reading boring text books, our program is very hands-on. The majority of the learning is done by hands-on practice during class time using actual dental equipment. Anyone can pass if they come to each class and commit to do their best.

FAQ #14 - What if I am interested in dental hygiene?

On average dental hygienists make about double what dental assistants make. Dental hygiene is a wonderful career option. However, it is not for everyone. Dental hygiene requires 3-4 years of intensive schooling and involves work that can seem to some as repetitive. Becoming a dental assistant first is a great option. It allows you work directly in the field to see if dental hygiene is right for you. It, also, is a perfect job to work while you are doing the college prerequisites and preparing for hygiene school.

FAQ #15 - What if I am currently working?

Our program is designed with you in mind. We run our classes from 8am - 4pm on Saturdays with no evening or mid-week classes. Maintain your current job while you are starting your new career.

FAQ #16 - What if I am still in high school?

If you are in the second half of your senior year you are eligible for the program. If you are on schedule to graduate you can be accepted into our winter (January) or spring (April) semesters. Contact our program director for more details.

FAQ #17 - Is your school registered with the state?

Yes, Absolutely! Genesis Dental School of Assisting is registered with state of Utah. The Utah Postsecondary Proprietary School Act requires that any educational institution must be registered with the Utah Division of Consumer Protection which is a division of the Department of Commerce. Registration with the state under this act does not constitute approval of your curriculum. The registration process is designed to assure that no false or misleading claims are being made and that the institution is financially viable for the protection of enrolled students.

FAQ #18 - Is your school accredited?

There is no such thing as an accredited dental assisting program in Utah. While there are some states (California for instance) which require some kind of license or certification, you do not need a license or a certification to be a dental assistant in Utah. Therefore, there is no agency which oversees dental assisting programs. There is no set of guidelines which must be met in order for your program to teach dental assisting. Any school which tries to indicate that their program is accredited is misleading you. The key factor is for each prospective student to determine which program is best designed to train them as a dental assistant so that they can get a job.

However, any dental assisting school which desires to train unlicensed dental assistants in radiology (ie taking x-rays), must have their radiology curriculum approved by the Utah State Board of Dental/Dental Hygiene and the Division of Occupational and Professional Licensing. Our radiology curriculum has been reviewed and approved. Therefore, upon graduation of our course, not only will you be prepared to get a job as a dental assistant, but you will be approved by the state to take x-rays on dental patients under the supervision of a dentist.

FAQ #19 - Will I be licensed when I complete the course?

While no license or certification exists in Utah for dental assisting. Not only will you be properly trained to get a job as a dental assistant, but, upon completion of our course, you will also be certified to take X-rays and you will be certified in CPR.

FAQ #20 - What is the difference between this and a 6-18 month program.

Time and Money. The longer programs take more time and cost more money. Our program does a better job of training and preparing you to be a dental assistant for a fraction of the cost and a fraction of the time. Do not waste a year of your life and \$8,000 - \$10,000. Start an amazing new career in 10 fun, easy weeks.

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Tuition and Financial Arrangements

The tuition for the *DENTAL ASSISTING* course of study offered by this institution is:

\$2995.00

The above tuition covers all costs for the course. Lunch is not provided; however several eating establishments are within short walking distance.

The course will run ten (10) consecutive weeks, eight classroom hours per week for a total of eighty (80) classroom hours of instruction. This will include lecture material as well as clinical "hands on" training. In addition, there is approximately 40 hours of home study plus 30 to 45 hours of "practical on-the-job training for a total of approximately 155 course work hours.

The tuition fee includes all of the following:

- Textbook: "Concepts in Dental Assisting", Richard Erickson, DDS, 2nd, Edition (DCI Publishing)
- One complete set of dental assisting scrubs
- All training and visual aids, materials and dental supplies used in the clinical training.
- Use of all equipment and instrumentation with actual "hands on" training during the course of study. There no hidden costs or expenses once you get started.
- A **Certificate in Dental Assisting** and a letter of recommendation outlining your training and experience will be awarded to all students who have attained a 70% or above grade average.
- **X-ray** training in accordance with state regulations and **CPR** training and certification.
- Training in all phases of General Dentistry, including, Endodontics, Crown & Bridge, Cosmetic Bonding, Amalgam Restorations, Impressions, Oral Surgery, Periodontics, 4-handed dentistry, front desk, and much more!
- Actual clinical experience and live patient practice.
- All training is done by dental professionals in a practicing dental office, not a classroom.

The tuition may be paid using one of the following payment options:

- Pre-Payment in Full - \$2,750 on or before night of Open House (\$245 discount)**
- 3 Equal Payments – #1 Down payment, #2 by the 4th class, #3 by the 9th class.**
- Extended Financing (see www.genesisdentalassistantschool.com/finance-options for full details)**

Student Enrollment and Registration Forms

I wish to register for the upcoming class and have selected one of the following 3 payment options:

- Pre-Payment in Full: \$2,750 on or before Open House (\$245 discount)
- Three (3) Payments:
 - \$995 Down Payment _____
 - \$1,000 on 4th class _____
 - \$1,000 on 9th class _____
- Extended Financing:

Send Payment & Registration to:

Genesis Dental Assisting School

11531 So. District Main Dr. Suite 600, South Jordan, Utah 84095

Text # 385-324-6414

My method of payment will be:

- Cash
- Check or Money Order
- Credit Card: (fill in information at bottom of page)
- Ext. Financing– Care Credit: (fill in information at bottom of page)
- Ext. Financing – Compassionate: (fill in information at bottom of page)
- Ext. Financing – Genesis In-House: (fill in information at bottom of page)
- 3rd Party Paying Tuition: (fill in information at bottom of page)

Program Start Date: _____ Program Completion Date: _____

Student Full Name _____

Address _____

E-Mail _____

Cell Phone _____

Other Phone _____

Social Security # _____

I, the undersigned, have read, understand, and agree to abide by all the provisions set forth in the enrollment and registration agreement on this page and the following page.

Student Signature: _____ Date: _____

School Rep. Signature _____ Date: _____

<u>Credit Card Information</u>	<u>Extended Financing Information</u>	<u>3rd Party Information</u>
Type Visa Mastercard	Care Credit # _____	Entity _____
Name on Card _____	Credit Union: _____	Contact _____
Card # _____	Repayment Option	Phone _____
Exp. Date _____ Code _____	<input type="checkbox"/> 6 Mo. NO Interest (Care Credit Only)	Phone _____
Signature: _____	<input type="checkbox"/> 24 Months <input type="checkbox"/> 36 Months	E-Mail _____
_____	<input type="checkbox"/> 48 Months <input type="checkbox"/> 60 Months	Address _____
_____		_____

Requirements and Expectations

Each student is required to have a high school diploma or a General Education Development (GED) Certificate.

Each student must be in good health and present a clean neat appearance. Each student must maintain professional and respectable behavior. Genesis Dental School of Assisting retains the right to dismiss students whose behavior is disrespectful, disruptive, inappropriate, immoral, illegal, or unethical as deemed by Company. Any student being dismissed will not be allowed to re-register or re-enter the program at any future time.

A graduation certificate, letter of recommendation, and pin will only be awarded to those students attaining a 70% or above grade average, and who have missed no more than 2 classes. Those students whose grade average is below 70% or who have missed more than 2 classes will not receive a certificate but will be allowed to retake the entire course (if desired) at a reduced fee of \$1995.

Refunds and Cancellations

A full refund will be made of all deposits or payments if cancellation is made before the closing of registration which is the night of the Open House. (As part of this policy, and as a possible exception to the Open House deadline, is a three-business-day cooling off period, commencing with the day the enrollment agreement is signed or an initial deposit or payment toward tuition is made, until midnight of the third business day following such date or from the date that the student first visits the institution, whichever is later, during which time the contract may be rescinded and all monies paid refunded. Evidence of personal appearance at the institution or deposit of a written statement of withdrawal for delivery by mail or other means shall be deemed as meeting the terms of the cooling-off period).

After the night of the Open House but prior to the second class, all but \$500.00 will be refunded if cancellation is made.

For cancellations during Class 2 through 5, \$250.00 per session will be charged plus \$500.00 for the first class and any remaining balance will be refunded. There will be no refunds after the fifth session.

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. No refund of any kind will be awarded to students who have been dismissed.

Disclaimers & Disclosures

- (A) Genesis Dental School of Assisting is REGISTERED UNDER THE UTAH POSTSECONDARY PROPRIETARY SCHOOL ACT (Title 13, Chapter 34, Utah Code).
- (B) Registration under the Utah Postsecondary Proprietary School Act does not mean that the State of Utah supervises, recommends, nor accredits the institution. It is the student's responsibility to determine whether credits, degrees, or certificates from the institution will transfer to other institutions or meet employer's training requirements. This may be done by calling the prospective school or employer.
- (C) The institution is not accredited by a regional or national accrediting agency recognized by the United States Department of Education.
- (D) No credit, such as reduced tuition or reduced hours, will be granted for any previous experience, education, or training.
- (E) Genesis Dental School of Assisting, to the best of its ability, will maintain graduation rates and employment rates for all its graduates; such information is available upon request.
- (F) Our program includes training during the program and assistance following the program in helping students achieve secure employment. However, Genesis Dental School of Assisting can not and does not guarantee job placement or wage levels.
- (G) Genesis Dental School of Assisting maintains a surety bond held by the Division of Consumer Protection.

Genesis Dental Assistant School 11531 So. District Main Dr. Suite 600 South Jordan, Utah 84095	801 505-9730 phone 385-324-6414 text jason@genesisdental.net
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I, the undersigned, have read, understand, and agree to abide by all the provisions set forth in the foregoing enrollment and registration agreement.

Student Signature: _____ Date: _____