



# 2011

## SCHEDULE OF CLASSES

### DEAR FUTURE STUDENT,

Thank you very much for your interest in Northshore Dental Assisting Academy. The demand for professional dental assistants has never been greater! A quality dental assistant is a welcome asset to any dental office. Your choice to explore our academy is indeed a wise one.

Northshore Academy is located in the Seattle area at the north end of Lake Washington in Kenmore. Our attractive modern facility has state-of-the-art equipment as well as caring and knowledgeable instructors. Our program exceeds the ADAA (American Dental Assisting Association) requirements for dental assisting schools in the State of Washington.

The Accelerated Training Program has been thoughtfully designed. In just 22 weeks, students may earn a Certificate of Achievement. This allows our students to maintain their present job, while gaining the skills necessary to begin their new career in the field of dental assisting.

To ensure a quality education, a maximum of 12 students are accepted each term. This enables us to keep our student to instructor ratio very low. In addition to scheduled class times, supervised practice and study time can be scheduled before or after class.

The Instructors at Northshore are experienced, working dental assistants, some of who also teach within their fields at the University of Washington. Their working knowledge combined with their sincere commitment to teaching provides our students with a great foundation for a new career.

**As an incentive to promote early enrollment, we offer a \$200.00 discount for enrolling 30 days prior to the session you plan to be a part of.**

Our thanks again for your interest in Northshore Dental Assisting Academy, we look forward to meeting with you for your consultation and tour of our facilities.

Sincerely,  
Cynthia Curtis and the Northshore Team

### CONTENTS

Meet the Staff	2
Course Details	2
General Information	3
Tuition	3
Program Schedule	3
Map and Directions	4

### LICENCE AND CREDENTIALS

We are Washington State Licenced; inquiries or complaints regarding this or any other private vocational school may be made to: Washington Workforce Training and Education Coordination Board, 128 10th Avenue SW P.O. Box 43105 Olympia, Washington 98504-3105 (360.753.5673)

# meet the EDUCATORS and staff of Northshore

The Instructors at Northshore are experienced, working dental assistants, some of whom also teach within their fields at the University of Washington. Their working knowledge combined with their sincere commitment to teaching provides our students with a great foundation for a new career.

The demand for professional dental assistants has never been greater! As dental insurance becomes more common, and more people retain their natural teeth throughout the aging process, the need for care increases. Employment of Dental Assistants is expected to grow much faster than the average for all occupations thru the year 2010, according to the U.S Department of Labor's Bureau of Statistics.

Our instructors have the experience to guide you into this exciting new career. You get more than just the information you would expect from your education, you also receive the benefit of the years of knowledge that only comes from being on the job.



**Gary & Cynthia Curtis**

Co-owners & Administrative Directors. Cynthia is also our Clinical Advisor.



**Tiffany Elder**

General Dentistry & Radiography Instructor



**Sonja Smith**

Ortho & Radiography Instructor



**Karen Tinker**

General Dentistry & Cosmetic Dentistry

## GENERAL INFORMATION

We are a state-of-the-art, licensed, private vocational academy with a small class size (max 12) to provide you with a low student to teacher ratio. Each session runs for 22 consecutive Friday or Saturday classes. Daytime classes are from the hours of 8:00 a.m. to 4:30 p.m. with lunch from 12 to 12:30. Each class is divided into 2 parts: 8–12:00 noon; classroom lecture, 12:30–4:30 p.m.; hands-on training clinicals. You will be instructed in:

- 4 handed dental assisting
- Impressions, Pour-Up, and Trim
- Rubber Dam Placement
- Dental Radiography
- Temporary Crown Fabrication
- Dental Terminology and Anatomy
- CPR/First Aid Certification  
(Certified by local Fire Department)
- WISHA Certification  
(Certified by Harris Bio-Med)
- Dentrux

A Certificate of Achievement is issued upon satisfactory completion of all course work. In addition to our classes we also provide guest lecturers, an open lab on Wednesdays from 9am to 9pm, and actual clinical experience working on mannequins, each other and volunteer patients provided by the student.

## COURSE DETAILS

### DAYS AND HOURS:

Each course will be held on Friday or Saturday. In the case of a national holiday or unexpected weather conditions, the course will be extended. Daytime classes begin at 8 am and end at 4:30 p.m. A 15 minute morning and afternoon break plus 30 minutes for lunch are included for daytime classes only. Lunch is not provided, but there are many restaurants located within close proximity to the school.

### ASSIGNMENTS, EXAMS & GRADING:

The course will include a weekly quiz, a mid-term exam and a final exam. Students will have various assignments to be completed near the mid-term and the final exam. The assignments and the weekly quizzes will equal 25% of your final grade, the mid-term equals 25%, and the final exam equals 50%. Students must achieve a cumulative grade of 80% to pass the course and receive their Certificate of Achievement in Dental Assisting. If a student fails to achieve 80%, he or she may re-register for a subsequent session (provided space is available), and submit payment for any particular class needed to graduate. Payment of \$200.00 must be submitted at time of registration.

### ENROLLMENT:

Enrollment is open to any person over the age of 18 with a high school diploma or GED certificate. Applicants are asked to consider their own skills, relevant aptitudes, health history, comprehension of the English language, and any physiological factors such as vision, and manual dexterity to determine their ability to benefit from this program. Enrollment periods will be anytime up to a week before the beginning of each session. A pre-course interview will be necessary to ensure that each student is qualified to successfully handle the curriculum. High school seniors may take this course while attending school as long as a letter from their guidance counselor stating that they are on track to graduate with their class is submitted.

### CANCELLATION OF CONTRACT:

If you have not started training, you may cancel this contract by submitting a written notice of cancellation to the school at its address shown on the contract. Such notice shall be submitted not later than midnight of the fifth business day (excluding Sundays and holidays) following the signing of the contract, or the written notice may

be personally or otherwise delivered to the school within that time. In the event of a dispute over timely notice, the burden of proof of service rests on the sender.

### PLACEMENT ASSISTANCE POLICY:

Northshore Dental Assisting Academy will assist students in finding employment by posting all job opportunities that are brought to our attention, aiding in resume preparation, and providing references. Though we cannot guarantee job placement, every effort will be made to assist you in beginning your career.

### ATTENDANCE POLICY:

Due to the length and intensity of this course, a student will not receive his/her Certificate of Completion if more than one class is missed. If a student has a medical emergency or personal crisis, the situation will be evaluated on an individual basis by the Program Director. The possibility of making up class(es) will be determined by the Program Director and school staff.

## TUITION

Tuition is \$6,000.00, which is due prior to start of class. If qualified, some students may elect to make weekly \$300.00 payments over the duration of the 22 week course. Please call the school prior to applying online. Tuition provides for the following:

- All training and visual aids, lab materials, and dental supplies.
- Use of all lab equipment and instruments as well as new x-ray equipment.
- Job referral and placement assistance.
- Certificate of Achievement, and a letter of recommendation outlining your training and experience.

The course runs for 22 consecutive Fridays or Saturdays for a total of 176 hours of instruction. Classes are 8 1/2 hours per day, less 30 min. for lunch. Each session will include a classroom lecture the first half of the class, with the remainder spent practicing skills with fellow students.

## RECORDS AND TRANSCRIPTS

To request a record of a student transcript, send a written letter by mail stating what session was attended, and we will mail you a hard copy of the transcript.

Student records are archived for 50 years. Student grades are logged by hand and archived by hard copy in the offices of Nothshore, and are also scanned and filed digitally for backup purposes.

At any time within the course, the student may request the status of their grade. The grade will be hand calculated based on test scores to that date. At the official end of the course, a graduation packet is mailed to each student that includes:

- Final Grade
- Letter of Recommendation
- Certificate of Completion

# 2011 SCHEDULE

## WINTER/SPRING

Friday Session January 7th – June 3rd  
Saturday Session January 8th – June 4th

## SUMMER/FALL

Friday Session June 24th – November 18th  
Saturday Session June 25th – November 19th

## CANCELLATION & REFUND POLICIES

(Applicable to resident training programs)

### REFUND BEFORE ENTERING CLASSES:

After five business days (excluding Sundays and holidays), the school may retain an established registration fee equal to 10% of the total tuition cost, to be no less than \$100.00. "Registration Fee" refers to any fee, however named, covering those expenses incurred by an institution in processing student applications and establishing a student records system. Fees are as follows:

- If a Visa, MasterCard or any other credit card was used for payment and or the registration fee, we will obtain a processing fee of \$35.00 and a textbook fee of \$75.00.

### REFUND AFTER ENTERING CLASSES:

If training is terminated after entering classes, the student is financially obligated to the school according to the following formulas or maximum charges:

- If you terminate during the first week, or 10% of contracted instructional time, whichever is less, the school may retain 10% of the tuition costs plus registration fee, established in fees section of Refunds Before Entering Class.
- If you terminate after the first week, or 10% of contracted instructional time, whichever is less, but prior to completion of 25% of contracted instructional

time, the school may retain 25% of the tuition costs plus registration fee, established in fees section of Refunds Before Entering Class.

- Termination after completion of first 25% and up to and including 50% of contracted instructional time, the School may retain 50% of tuition cost plus established registration fee, established in fees section of Refunds Before Entering Class.

- Termination after completion of more than 50% of contracted instructional time, the School may retain the full of tuition cost plus established registration fee, as established in fees section of Refunds Before Entering Class.

### COURSE TERMINATION:

Any student needing to terminate the course due to illness or personal reasons may resume their course of study in another session (provided space available) within a one year time period.

We expect our students to conduct themselves in a professional manner. Grounds for dismissal include; non-payment of tuition, failure to attend classes, tardiness, or not achieving a satisfactory level of competency. Displaying inappropriate dress, using foul language or any behavior deemed damaging to the Academy or fellow students will also result in dismissal. Each student is expected to have a high standard of personal hygiene, otherwise dismissal may result.

Please note that every attempt will be made

by the instructors to aid and assist all students to reach their goal of receiving their certificate, as well as being confident in their ability to perform in the role of dental assistant.

### OFFICIAL TERMINATION DATE:

The official date of termination of a student shall be the last date of recorded attendance when withdrawal occurs in any of the following manners:

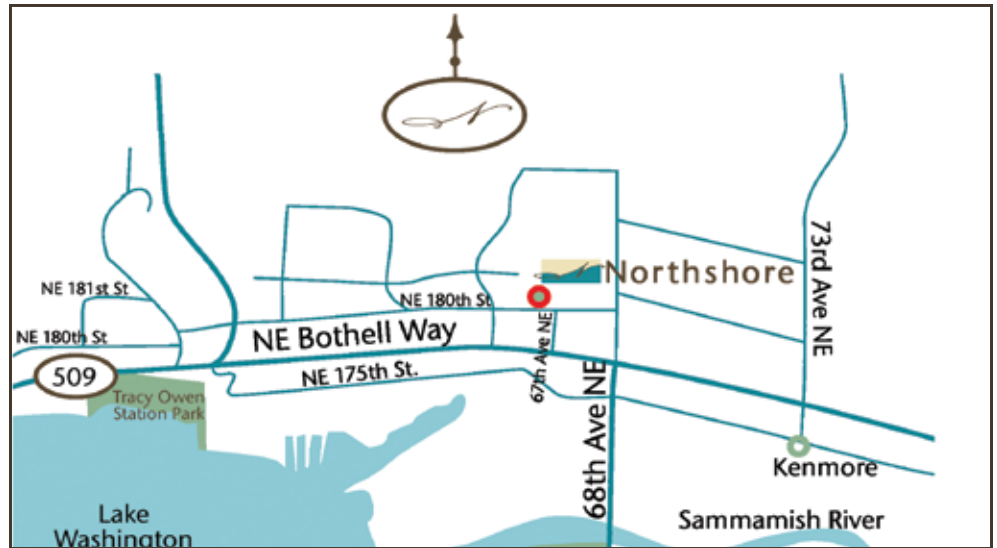
- When the school receives notice of the student's intention to discontinue the training.
- When the student is terminated for a violation of a published school policy which provides for termination.
- When a student, without notice to the institution, fails to attend classes for 30 calendar days.

### DISCONTINUED PROGRAMS:

If a school discontinues instruction in any program after students enter training, including circumstances where the school changes its location, students must be notified in writing in advance of such events and be informed that they are entitled to request a pro-rated refund of tuition and fees paid; unless comparable training is arranged for by the school and agreed upon, in writing, by the student. A written request from the student for such a refund must be made within 90 days from when the program was discontinued and the refund must be paid within 30 days after the receipt of such a request.

# MAP & DIRECTIONS

Located in the Kenmore Plaza / Ostrom's Shopping Center, in the North West corner next door to Planned Parenthood.



## FROM THE NORTH:

I-5 South  
Exit #177 / NE 205th / Lake Forest Park  
Left onto Ballinger Way NE 205th – to end at Lake Forest Park / Bothell Way NE  
Left onto Bothell Way NE – approximately 1 mile north to 68th Ave. NE  
Left onto 68th, go one block and turn left on NE 181st, go one block and turn in by the U.S. post office. Drive around back and find the school under the big sign.

## FROM THE EAST:

405 North  
Exit #23 / Sr-522 / Bothell and head for Bothell  
Bear left at the intersection with Bothell Way NE and go several miles into Kenmore  
Right onto 68th, go one block and turn left on NE 181st, go one block and turn in by the U.S. post office. Drive around back and find the school under the big sign.

## FROM THE SOUTH:

I-5 North  
Exit #177 / NE 205th / Lake Forest Park  
Right onto Ballinger Way NE 205th – to end at Lake Forest Park / Bothell Way NE  
Left onto Bothell Way NE – approximately 1 mile N.  
Left onto 68th, go one block and turn left on NE 181st, go one block and turn in by the U.S. post office. Drive around back and find the school under the big sign.