



North Alabama

Dental Assisting Program

Mailing Address: PO Box 213, Hartselle, AL 35640

Phone Number: 256-227-4313

Website: www.nadentalassisting.com

School Catalog - Updated 2023

Introduction

Originally founded in Georgia in 1987, North Alabama Dental Assisting Program is the oldest and most experienced dental assisting program of its kind in the country. Our program is not only the original and most well-established of its kind in the North Alabama area, but also in the entire country, as it began over 25 years ago. In a short amount of time, students become properly trained and prepared to work side by side with the dentist. Benefits of this program include comprehensive instruction by dental professionals, a small instructor to student ratio, and hands-on training in a practicing dental office.

The school is owned and directed by Dr. Maggie McKelvey and is licensed under the Alabama Community College System. This school is held at 1511 Hwy 31 South, Hartselle, AL 35640.

Faculty Members

Dr. Maggie H McKelvey

Dr. McKelvey is a general dentist who graduated from UAB School of Dentistry in 2010. She is a member of the American Dental Association, the Alabama Dental Association, the Academy of General Dentistry, the Academy of Cosmetic Dentistry, and the American Academy of Facial Esthetics.

NADAP has over 10 instructors that rotate teaching on a regular basis. All of these instructors have been in the profession of dentistry for at least one year, with the majority having over 10 years of dental experience.

Program Offered

Certificate Program

Upon successful completion of this program, students are awarded a Certificate of Achievement in Dental Assisting.

North Alabama Dental Assisting Program is a 14-week course, taught only on Fridays, with one or 2 Saturdays if needed.

Classes are held on 12 out of the 14 Fridays from 8-5. There is a required 100 minimum hour internship/externship to be done during the week, which is meant to work with the student's schedule. There are no set days for the intern/externship.

Program Cost

Regular Tuition (including the registration fee): \$4,495

Early Bird Tuition (including the registration fee): \$3,995

Registration Fee: \$850

The registration fee covers your lab coat, your text books, and your seat reservation.

*The Early Bird rate applies to students who register at least 2 months prior to class commencement

*An additional \$200 cash deposit will be due at the start of Class 1 to cover items loaned to the student that belong to the school. This includes an Instruments text book and a dental typodont. If returned to the school in good condition at the conclusion of the class, the \$200 will be returned to the student.

The costs of the 10 Friday classes (and 1-2 Saturdays, from 8 am – 1pm) and 100-hour internship includes all of the following:

- Syllabus/Textbook Concepts in Dental Assisting
- Dental Assisting Instrument Guide
- Kilgore Dental Typodont
- Dental Radiology training
- On site CPR training and certification
- On site OSHA training and certification
- Lab coat to be worn during intern/externship
- All materials and dental supplies need for clinical training
- Online front office training
- Hands on instruction from our experienced dental professionals
- Certificate of Completion upon passing of the program
- Letter of Recommendation to select students

*The cost does not include: A pair of black scrubs required to be worn during the internship/externship, a pair of safety glasses, and a pair of closed-toed leather shoes required to be worn by OSHA.

Tuition Options

Payments can be broken up into 10 equal payments, and paid each Friday at the beginning of class. The total tuition must be paid at least 2 weeks before the program concludes. NADAP accepts cash, checks and all major credit cards. A Co-Signer Agreement is required for all students paying NADAP in payments. Examples of tuition breakdown:

Early Bird Pricing (after \$850 deposit has been paid):

Friday 1: \$344.50	Friday 6: \$344.50
Friday 2: \$344.50	Friday 7: \$344.50
Friday 3: \$344.50	Friday 8: \$344.50
Friday 4: \$344.50	Friday 9: \$344.50
Friday 5: \$344.50	Friday 10: \$344.50

Regular Tuition Pricing (after \$850 deposit has been paid):

Friday 1: \$394.50	Friday 6: \$394.50
Friday 2: \$394.50	Friday 7: \$394.50
Friday 3: \$394.50	Friday 8: \$394.50
Friday 4: \$394.50	Friday 9: \$394.50
Friday 5: \$394.50	Friday 10: \$394.50



North Alabama
Dental Assisting Program

Late Payment Fees

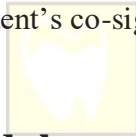
Your tuition payments must be made on the due dates according to the schedule that you sign on the first day of class, otherwise you will incur late fees. Payments are expected to be made before each Friday online, or if paying with cash, to the attending instructor. Cash, credit cards, personal checks, money orders, and cashier's checks are accepted. You are responsible for making on time payments, keeping up with your receipts, and knowing your balance. Listed below is our late/no payment policy:

- \$10/day payment is late
- Student may NOT return to class until current with payments (including late fees)
- Late fees may NOT be financed
- A student's account that is delinquent (where balance is not paid up to date) for more than 30 days will be sent to our Collection's Agency for recovery and the student will be dismissed and therefore forfeit their Dental Assisting Certificate.
- A student dismissed for having a delinquent account will not be allowed to reapply until all tuition is paid back.

The student is responsible for any and all bank fees related to a check that is returned for insufficient funds. The student is responsible for arranging on time payment if a credit card is declined.

Co-Signer Agreement

Every student making payments to NADAP must have a Co-Signer Agreement completed prior to acceptance into the school. This agreement is to ensure tuition payments are kept current, otherwise the student's co-signer will be required to make the student's payments. (See below)



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Course Schedule

Fridays 8 am – 1 pm. This is the hands on portion of the class. The lecture portion of the class will be available online, and should be watched the week prior to that particular class.

A 100-hour minimum internship/externship, chairside clinical check-offs and a chairside practical are also required to graduate from the program.

NADAP operates 2 times/year. One Spring program (January – April) and one Fall program (August – November) are held in our Hartselle location (1511 Hwy 31 S, Hartselle, AL 35640)

Classes are not held on the following days:

New Year's Eve

Labor Day Weekend

New Year's Day

Christmas Eve

Memorial Day Weekend

Christmas Day

Independence Day

*When an unexpected closure occurs due to extraordinary conditions, such as inclement weather, students will be notified as soon as possible through text message and/or e-mail. Classes will likely be held instead on the day before (Friday) or the day after (Sunday).

Entrance Requirements

Each applicant is required to have a high school diploma (or equivalent) or a GED. Students will also be required to have completed at least the 1st and 2nd rounds of the 3 series Hepatitis B vaccinations. After the 1st and 2nd vaccinations, students will be responsible for completing the 3rd vaccination, even if school has been completed. NADAP does not discriminate on the basis of gender, race, religion or physical disability. Students must be 17 years of age or older.

Late Enrollment

Due to the "fast track" nature of the program, late enrollment is not permitted.

Postponement of start date/Withdrawal with the intention to start in another class

Whether at the request of NADAP or the student, a written agreement signed by the student and NADAP is required. A class can only be postponed one time without having to pay the full tuition again. The agreement must set forth:

- a. Whether the postponement is for the convenience of NADAP or the student, and
- b. A deadline for the new start date, beyond which the start date will not be postponed. If the student fails to attend by the start date set forth in the agreement, or cancels within 30 days of commencement of the course, the \$850 deposit will NOT be refunded.
- c. If the student begins the course, and postpones to a later course, the student must pay for the classes already taken. The student will also be required to start the course over again from Class 1, and will be required to pay for each of those classes as well.
- d. If the student begins the course, and postpones/withdraws (for 2nd time), NO money will be refunded.

Placement Assistance

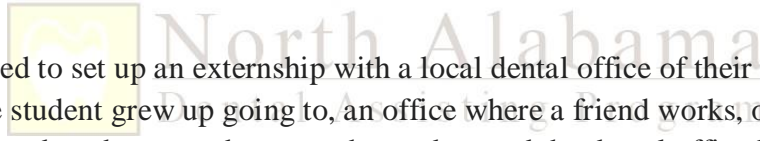
NADAP does not guarantee employment to any student or graduate. NADAP does not guarantee recommendations of every student or graduate. Verbal recommendations and/or recommendation letters are awarded to students that Dr. McKelvey and the instructors feel are most deserving. This is based on attitude, work ethic, personality, punctuality, and skills.

Attendance Requirements

Given that the program is only 12 instructional Fridays, each class is packed with necessary and critical information and skill training. It is imperative that students attend all sessions and remain for the entire instructional time frame. We understand that emergencies do arise and we do our best to work with students; however, when a student misses, he/she is ultimately responsible for the missed information. In keeping with our grading policy, students are required to attend ALL class time. However, if a student does miss (please see below for a list of excused absences), he/she can make up the missed course work only one time. On the second absence, he/she will obtain an automatic zero for all missed tests and pop quizzes. Be aware that even if a student has maintained a 75% grade average for the course, but he/she has not met the attendance policy, the student is at risk of not graduating from the program, left to the discretion of the instructors and Dr. McKelvey.

Internship Requirements

Students are required to do an internship/externship for at a minimum of 100 hours over the course of the 14-week program. This is to be done during the work week at a local office of your choosing, or at our affiliate offices (any of the Dental Associates offices around North Alabama, or at Hartselle Family Dentistry). During this internship, students are required to assist the dentist chairside starting around week 3 (but could start as early as Week 1). Students will be given a list of clinical requirements on the first day of class to be completed by the end of the program.



Students are encouraged to set up an externship with a local dental office of their choosing. This could be an office where the student grew up going to, an office where a friend works, or an office where a relative works. This needs to be set up between the student and the dental office before the course begins. The externship schedule can then be coordinated between that office and the student, as long as it is on a consistent weekly basis during the work week.

Internship sign-up sheets for our offices will be posted at the front of the classroom at the beginning of each week with time slots for students to sign up. This will be a first come first serve basis. The doors to the school open each week at 7:30 a.m. If there is a time slot that works best for a student each week, then it will be the responsibility of that student to get there early enough to ensure that he/she is able to obtain that slot. The excuse of “the time slots were always taken each week” will NOT be accepted.

If a student signs up for an allotted time and leaves early or becomes MIA during part of the internship, those hours will NOT be counted. If this happens 2 or more times, the student will be dismissed from interning at our offices. If he/she signs up to intern and doesn't show up, the student will be dismissed from interning at our offices after the 2nd no show.

Excused Absences

Excused absences have to be authorized by the North Alabama Dental Assisting Program. Anticipated excused absences must be cleared with the instructor prior to the event, and religious observances must be declared at the beginning of the course. An independent official must verify unanticipated or emergency excused absences.

Examples of excused absences and the required documentation and verification are offered in the following tables:

Emergency or Unanticipated:	Required Documentation:
Illness or injury requiring doctor visit	Physician's excuse
Death of a family member	Copy of obituary
Inclement weather	DOT road closed verification
Anticipated:	Required Documentation:
Court or Jury Appearance	Clerk of the Court
Military Obligation	Copy of orders
Religious Observances	Student initiated request
Family vacation planned prior to enrollment (only 1 allowed)	Student initiated request



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**If a student has a medical condition that can flare up unexpectedly, and therefore can prevent the student from attending class and/or clinical requirements, the NADAP will need a note from the treating physician explaining this, before the beginning of class.

Progress Reports

Student progress is continuously reviewed by the instructors throughout the course of the program. Averages are available to the students at nearly any point during the course. Extra credit opportunities are also available. Practical evaluations are given during the middle and end of the course. Practical evaluations are done one on one with the instructor and/or Dr. McKelvey.

Grading System

In order to receive a certificate from this program, the student must maintain a 75% grade point average and attend all instructional classes (except for reasons listed above). Grades are based on written, verbal and practical tests. The student must intern at a very minimum of 100 hours AND have 75% of the clinical requirements completed in order to pass the class. Ultimately, it will be left to the director and staff's discretion whether or not the student is ready to graduate and therefore receive his/her certificate.

Student Conduct Policy

All students are expected to act maturely and are required to respect other students and instructors. They are also expected to carry this respect into the offices in which they intern/extern. Possession of weapons, illegal drugs, and alcohol of any kind are not allowed at any time on school property or in any dental office. Disruptive behavior will not be tolerated. Cheating will not be tolerated. Rules and regulations will be discussed in detail on the first day of class. Violation of any of our school policies may result in permanent dismissal from the school.

Students are expected to act and dress professionally at all times. This includes during school hours and during the internship/externship in the dental office. Students must adhere to the highest hygiene practices, and be respectful of the office policies in which the intern/extern. Any violations of these policies may result in dismissal.

Dismissal

Any student may be dismissed for violations of school policies. A student also may be dismissed from classes if he/she does not prepare sufficiently, neglects assignments, neglects the internship/externship, or makes unsatisfactory progress. Dr. Maggie McKelvey, after consultation with both the instructors and the student, makes the final decision.

If a student misses the first day of class for ANY reason, he/she will be forced to withdraw and will be allowed to reapply during the next program.

A student dismissed for violating school conduct policies will not be allowed to reapply, and will be refunded according to the table below.

Cancellation Policy

Cancellation of registration must be done via verbal AND written notifications to Dr. Maggie McKelvey.

**Full tuition is due for the student's spot in the program. We allow students to make payments toward this tuition. If a student misses a class(es), the full payment is still due.

- If cancellation occurs within seventy-two (72) hours of the enrollment date, all money paid by the prospective student shall be refunded, in the manner in which it was received.
- If cancellation occurs after seventy-two (72) hours of the enrollment date, but before classes begin or correspondence materials are delivered, a refund shall be made of all money paid except the registration fee.
- If cancellation occurs after classes begin, a pro rata refund will be made of all unearned prepaid tuition fees.
- A full refund is due students whose contracted educational services are denied by the school as a result of economic or academic fraud as defined in the *Code of Alabama* 16-46-1(7) and (8) (1975)

Refund Table

**The registration fee will not be refunded if cancellation is not made within 3 days (72 hours) of registration.

Withdrawal/Cancellation	Amount Refunded (Registration fee is not included)
1 st day of class	90% of Tuition
2 nd day of class	75% of Tuition
3 rd day of class	50% of Tuition
4 th day of class	25% of Tuition
5 th day of class	No Refund

Student Grievance Policy

North Alabama Dental Assisting Program does not discriminate on the basis of race, color, ethnicity, religion, gender, or disability in its acceptance of students. Students may file a grievance when they believe they have been discriminated against in any of these areas.

The purpose of these grievance procedures is to resolve differences as fairly and expeditiously as possible while reserving the right of students and instructors.

Procedure:

1. Students shall first confer with the person who took the action or made the ruling to which they object no later than ten (10) days following the event that prompted the grievance.
2. If the difference is not satisfactorily resolved, the student may file a written statement setting for the nature of the grievance to Dr. Maggie McKelvey. The grievance shall include a full description of the grievance, times, dates and pertinent facts and the remedy sought by the student.
3. Dr. McKelvey shall have a Student Grievance Panel (including Dr. McKelvey, an instructor and one student representative) which will have the power to make an appropriate investigation of the grievance and shall state the findings and make a recommendation.
4. If the grievance is sustained by the panel, it will recommend appropriate action for relief of the grievance and communicate this in writing to the person(s) of whom the grievance was directed. If the findings of the panel do not sustain the grievance, the panel shall communicate this finding in writing to the student who filed the grievance. The ruling of the Student Grievance Panel is final.

Curriculum 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 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 are required to intern over 100 hours, complete numerous clinical procedures, and become CPR and OSHA certified before passing.

Details of the students’ extensive clinical training are outlined below:

I. Dental Theory and Terminology

- a. Dental and Oral Anatomy, tooth identification and numbering system
- b. Instrumentation 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 and Scheduling – Front Desk Office Management

- a. Phone techniques and appointment book control
- b. Billing: accounts receivable and accounts payable, collections
- c. Insurance terminology

III. Four-Handed Dental Assisting

- a. Instrument transfer techniques, chair-side assisting and patient suctioning
- b. Chairside doctor-patient-assistant positioning
- c. Tub and tray systems of instruments and materials
- d. Familiarity and use of instruments and materials in assisting for:
 - i. *Operative dentistry* – Amalgam and composite restorations
 - ii. *Oral Surgery* – instruments, procedures and post-operative protocol

- iii. *Crown and Bridge* – polyvinyl “gun type” impression taking, temporary fabrication, cord packing, hemostatic agents, introduction into various crown types
- iv. *Endodontics* – instruments, medicaments and materials: how and why they are used
- v. *Periodontics* – disease origin and usual treatment methods vi. *Pedodontics* – commonality 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. X-ray identification, interpretation, safety and precautions
- d. 16 hours total instruction

V. Impressions

- a. Impression materials and practice in their uses: alginates, polyvinyl siloxane, etc

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. CPR and OSHA Training and Certification

IX. Mock Job Interviews

- a. Proper image, dress, resume, and how to prepare for the job interview
- b. Difficult questions one may face – how to answer
- c. Do’s and Don’ts during the interview, what to expect
- d. Assistance with Resumes

X

Date

Your signature above indicates that you have read, understand, and agree to the Policies and Procedures found in the School Catalog.



ENROLLMENT AGREEMENT

Tuition and Financial Arrangements

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

If paying in full:

\$3,995 – “Early Bird” Special if paying in full – This offer is available for those who register at least 2 months prior to the first day of the next available class. *A 5% discount will be applied to students who pay in full with either cash or check at the time of registration.

\$4,495 – Tuition for those who register up until the day before class begins, if paying in full. *A 5% discount will be applied to students who pay in full with either cash or check at the time of registration.

If making payments:

\$4,295 – “Early Bird” rate if making payments throughout the course. This offer is available for those who register at least 2 months prior to the first day of the next available class.

\$4,795 – Tuition for those who register up until the day before class begins, if paying making payments throughout the course.

The above tuition covers all costs for the course, except for a pair of black scrubs, safety glasses, and a pair of closed toe shoes. North Alabama Dental Assisting Program is a 14-week course, taught only on Fridays. Classes are held on 12 out of the 14 Fridays (plus another day for CPR and OSHA). There is a required internship/externship to be done during the week, which is meant to work with the student’s schedule. There are no set days for the intern/externship. There will be eight classroom hours per week for a total of eighty (80) classroom hours of instruction. Classroom hours will be from 8-1. This will include clinical "hands on" training. The lecture training will be done at home via an online lecture. In addition, there is approximately 80 hours of home study plus a **mandatory 100 hours** of chairside training for a total of approximately 260 course work hours.

**STUDENTS MUST HAVE A HIGH SCHOOL DIPLOMA (or equivalent) OR GED*

****A \$200 deposit is required at the beginning of class 1 (in addition to the tuition) for the instrument book and typodont, this will be refunded at the end of the 14 weeks if books and typodont are returned intact*

The tuition fee includes all of the following:

- Lab jacket that will be required to wear during every intern/externship
- All training and visual aids, materials, and dental supplies used in the clinical training.
- On site CPR training and certification
- On site OSHA training and certification ✦ Online Front Office training
- Use of all equipment and instrumentation with actual hands on training during the course of study.
- There are no hidden costs or expenses once you get started.
- A **Certificate of Achievement in Dental Assisting**, A letter of recommendation outlining your training and experience will be awarded to select students
- Dental x-ray training in accordance with state regulations.
- Training in General Dentistry, including Endodontics, Crown & Bridge, Amalgam & Composite Restorations, Impressions, Oral Surgery, Periodontics, 4-handed dentistry, and much more!
- Actual clinical experience and live patient practice (during the internship required weekly).
- 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:

\$3,995 (Early Bird Special and paying in full) at the time of registration

\$4,295 (Early Bird and making payments) - \$850.00 deposit, then \$344.50 prior to the beginning of each class (10 payments).

\$4,495 (Tuition if paying in full within 2 months of class start date)

\$4,795 (Tuition if making payments within 2 months of class start date) \$850.00 deposit, then \$394.50 at the beginning of each class (10 payments)

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

_____ \$3,995.00 Paid-in-full _____ cash _____ check _____ credit
_____ \$4,495.00 Paid-in-full _____ cash _____ check _____ credit
_____ \$850.00 deposit (\$4,295 early bird making payments) _____ cash _____ check _____ credit
_____ \$850.00 deposit (\$4,795 regular tuition making payments) _____ cash _____ check _____ credit
_____ CareCredit® Financing Plan _____ 6 months

Credit Card # _____ Exp Date: _____

3 Digit CVV Code _____ Billing Zip Code _____

(or CareCredit® Account #) _____

If paying with Care Credit, please attach a copy of your driver's license

Card (Account) holder Signature: _____

Name on Card Exactly (Account): _____

Card (Account) Billing Address: _____

City _____ State _____ ZIP _____

Student Name: _____ (PRINT)

Address: _____

City: _____ Zip _____

Home Phone #: _____ Cell Phone #: _____

Date of Birth _____

Student Signature: _____ Date: _____

E-mail address: _____

High School Diploma ___ GED ___ Other ___

Lab Jacket Size ___XS ___S ___M ___L ___XL

<p>How did you find out about our course?</p> <p>Internet</p> <p>Facebook</p> <p>Dental Office</p> <p>Former Student:</p> <hr/> <p>Other:</p>
--

Please write below the class (either Spring/Fall and the year) in which you choose to attend:



North Alabama

X _____ Date _____ Your

signature above indicates that you have read, understand, and agree to the Policies and Procedures found in the School Catalog and Enrollment Agreement.

Mail for payment & registration to:
North Alabama Dental
Assisting Program
P.O Box 213
Hartselle, AL 35640
256-227-4313

To register in person, please drop off registration form at:
Hartselle Family Dentistry
1511 Hwy 31 S Ste B
Hartselle, AL 35640
256-773-0800
**please call before coming*

We look forward to hearing from you soon! After registration is complete and the deposit is paid, please allow 2-3 weeks to receive your welcome packet explaining everything needed to begin class.

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5 th day of class	No Refund

X _____ **Date** _____ *Your signature above indicates that you have read, understand, and agree to the Cancellation and Refund Policy.*

Co-Signer Agreement (only if student is making payments)

This agreement is attached to and a part of the Registration/Enrollment form dated _____ between the North Alabama Dental Assisting Program (NADAP) and _____ (student). Student is enrolling in the program beginning on _____ (date of program commencement).

Co-Signer Name _____

Relationship to Student Applicant _____

Student payment schedule: \$_____/Friday class

Co-Signer agrees to unconditionally, absolutely and continually guarantee the performance by Student of all obligations under the School Catalog, including but not limited to timely payment of the tuition due.

Co-Signer agrees that any suit or action brought on this Agreement may be brought in any state or federal court sitting in the county in which the school is held. Co-Signer agrees to pay all costs and attorney's fees incurred by NADAP in enforcing the Enrollment agreement.

X _____
Co-Signer Signature _____ Date _____

X _____
Printed Name _____ Date _____

Co-Signer Information (please print all information):

Full Name: _____

Home Phone: _____

Cell Phone: _____

Driver's License #: _____

SSN: _____

DOB: _____

Home Address:

Street City Zip Code

X _____

I certify that the above information is correct and complete and I authorize NADAP to make inquiries necessary to process and verify the above information. I have given NADAP permission to obtain the following: Credit Report



North Alabama
Dental Assisting Program