

2024

CATALOG



OCEANPOINTE

Dental Academy of RVA

DENTAL ASSISTANT PROGRAM

CATALOG, REGISTRATION, CALENDAR & INFORMATION



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V O L U M E 1 | POST - SECONDARY SCHOOL OFFERING

DENTAL ASSISTANT PROGRAM 172 CLOCK HOURS

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The State Council of Higher Education for Virginia has certified OceanPointe Dental Academy of RVA to operate in Virginia

A LETTER FROM THE DIRECTOR

Dear Student,

We have seen many dental assistants who were you not so long ago in your shoes. Their stories may be different, but the desire to make a difference in this world is the same.

Some of them attended a four-year institution, without ever receiving that individualized attention that would have made all the difference. With an unclear path of who they were or what they really wanted to do, some never felt smart or capable enough. Somewhere along the line, fear of failure had set in. It may come as a surprise to you that many people who never felt comfortable in a classroom setting decide to attend a dental assisting school. It's not that they didn't enjoy learning, but they felt unfulfilled. The fact is, specialized short-term career training graduates are earning a very respectable income and have a four-year income head start on four-year institution graduates.

As dentists, dental assistants, hygienists, and as teachers, it is our passion to encourage you to step out and achieve your dreams. We believe that each of us has a calling and a purpose.

Our mission is to help you become knowledgeable and have the confidence to become one of the best dental assistants in the state. So we are happy you are ready to begin the first benchmark of your new career. Don't let fear or doubt stand in your way.

We look forward to meeting you.

Dr. Darchelle Braxton DMD



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DR. DARCHELLE BRAXTON, DMD:
OWNER/DIRECTOR/INSTRUCTOR & PRESIDENT

Dr. Braxton was born and raised in Chesterfield, Virginia. She graduated with a Bachelor of Science degree in Biology Pre-Med from Virginia State University and received a Master of Science in Biology with a concentration along with Biochemistry from Virginia State University and University of Iowa. She earned her dental education from the University of Louisville and completed her general practice residency training at Kings County Hospital Center in Brooklyn, New York.

Dr. Braxton received advanced training in pediatric dentistry at New York University. While in dental school and residency, she was active in student government and participated in many community service outreach projects including a mission trip to Rio Brazil and Yakutat, to bring dentistry to children in need of dental care. During her residency, she received extensive training in treating children under general anesthesia and conscious sedation.

Dr. Braxton received extensive training in treating special needs and medically compromised children at the Rose F. Kennedy University Center for Excellence in Developmental Disabilities in the Bronx, NY.

Memberships: American Academy of Pediatric Dentistry.



Meet The Team

Shardonnay Suggs, Instructor & Enrollment Coordinator

Mary Jett Instructor,

Dr. Braxton Owner, Administrator, & Instructor

Mariah Dalton, Instructor

Dominick Moore, Esq., Data and Compliance Manager



OceanPointe Dental Academy of RVA (OPDA of RVA) is a practice-based school designed to prepare our students for an exciting career as a dental assistant. Our 172 Clock Hour dental assisting program is offered in a hybrid instructional format which is comprised of (1) Part 1 - Online Learning & Patient Clinicals and (2) Part 2 - In-Person Hands-on Training.

In this program, students will have continuous communication amongst each other, faculty and staff. Communication will occur in the format of discussion boards, email, phone, and in-person interactions. Students may reach their instructor via email during after-hours for emergencies and/or questions related to their success in the program. Instructors will respond to inquiries within 72 hours, excluding holidays, which may take longer.

To successfully complete the program, students are required to have access to an internet capable device such as, a laptop/desktop computer in order to complete the online portion of our program via the OceanPointe's Online Student Portal and attend face-to-face clinical training with all the hands-on portions taught in a modern dental facility by experienced dental professionals.

We have made our program short in length, focusing on the core dental knowledge and techniques that will make you a valuable dental team member. Our program is affordable and offered at convenient times to make it easy to fit into your busy schedule. If you are searching for a new career, or are looking to re-enter the job market, in need of a job to pay your way through college, desire a brighter future for you and your family, or dream of a career with growth opportunities, OPDA of RVA's Dental Assisting Program is the right program for you!

HISTORY

Dr. Darchelle Braxton founded OPDA of RVA on April 21, 2021. OPDA of RVA was developed to meet the needs of the dental industry. OPDA of RVA understands that highly skilled dental assistants are a vital member of the dental healthcare team and created the institution to provide high quality dental assisting training and education in Virginia.

Dr. Braxton is a practicing dentist who has recognized the need for well trained, efficient, dental assistants and front office staff. What a better way to train a dental assistant than in a modern practice - based dental facility, overseen by practicing dental professionals with years of experience.

MISSION STATEMENT

The market demand for competent dental assistants is at an all-time high. The high cost, time requirements, and inconvenience adult students face at competing schools, led us to our purpose/mission - **to provide affordable training for a worthy career opportunity leading to fast program completion so graduates can start earning right away with little to no debt.**

OceanPointe Dental Academy of RVA program provides education and training to prepare students to become competent dental assistants who assist and perform quality, comprehensive care in an ethical, interdisciplinary, culturally sensitive manner. Our school is committed to educating dental assistants to function as a member of the dental industry and be able to perform the roles of a dental assistant. OPDA of RVA prepares graduates to meet the future oral health needs of a culturally diverse society within a changing healthcare system.

The dental assisting program is committed to:

- Delivering a consistent, high-quality education and training for dental assistants.
- Achieve top tier graduation rates.
- Provide quality, productive dental assistants to the dental profession.
- Promote personal responsibilities in oral health care.



Dental assistants perform many tasks ranging from working chair side for dentists, as well as providing assistance in patient care, managing the general front office and in laboratories. In addition to handing instruments to the dentists during procedures, Dental Assistants:

- ◆ schedule appointments
- ◆ obtain patient dental records
- ◆ ensure patients are comfortable in the dental chair
- ◆ prepare patients and the work area for treatments and procedures prepare tray setups, sterilize and disinfect instruments
- ◆ keep the patient's mouth dry, take and process x-rays
- ◆ prepare materials for impressions of patient's teeth
- ◆ instruct patients on postoperative and general oral hygiene
- ◆ keep records of dental treatments
- ◆ work with patients on billing and payment.

We took the toughest training state standards from California, New York, Texas, and Virginia, and incorporated those high standards into our curriculum. This includes national certification training and preparation for the Dental Assisting National Board (DANB) in Radiology, Coronal Polishing, and Infection Control. Our students also graduate with CPR certification from the American Red Cross- all highly sought after certifications that show proficiency and commitment.

The Virginia Board of Dentistry requires dental assistants to have radiation certification prior to placing or exposing dental x-ray films. OPDA of RVA students must meet this requirement by passing a Radiation Health and Safety Review Course offered by the Virginia Commonwealth University.

During Week 8 of our program, OPDA of RVA will assist students in enrolling into the Virginia Commonwealth University's (VCU) Dental Radiation Safety Certification course. This is a self-paced, 100% online program which students will enroll concurrently with OPDA of RVA. The Dental Radiation Safety Certification course at VCU is included in the total cost of our dental assisting program for enrolled students (\$270). Note: This covered cost includes students' first attempt at the course and exam. Any failed attempts requiring a student to retake this course and/or exam must be covered and paid for by the student. The course must be completed by the end of Week 9. Completion of VCU's Dental Radiation Safety Certification course will include a certificate of completion. Students will bring the certificate to class during week 10. Students who complete the course earlier may provide it to OPDA of RVA at the time of completion. Please note successful completion of RHS course is a requirement to graduate.

Job opportunities in the field of dental assisting are expected grow much faster than the average for all occupations through 2026 according to the U.S. Department of Labor.

Highly skilled dental assistants play an integral role in a modern dental practice. Unfortunately, many of the existing programs fall short in preparing students technically, confidently, and with the soft skills needed to assure proper patient interaction. Our program prepares students to confidently start their career in any dental healthcare practice.

The dental assisting field generally requires physical work, mobility throughout the office and standing for long periods of time and sometimes in small places. Dental assistants have close contact with patients and public and must present themselves for work each day accordingly. General information about the occupation is available from:

- ◆ US Bureau of Labor Statistics <http://www.bls.gov/ooh/healthcare/dental-assistants.htm> and
- ◆ O*NET <http://www.onetonline.org/link/summary/31-9091.00>
- ◆ US Bureau of Labor Statistics <http://www.bls.gov/ooh/healthcare/dental-assistants.htm> and
- ◆ O*NET <http://www.onetonline.org/link/summary/31-9091.00>

REPRESENTATIVE JOB TITLES FOR PROGRAM DENTAL ASSISTANT GRADUATES

HYGIENE or DENTAL ASSISTANT

Before the hygienist begins cleaning teeth, the hygiene assistant gets the dental patient ready for the procedure. This requires medical knowledge and a confident, reassuring personality.

ENDODONTIC ASSISTANT

Root canals require a skilled dentist and an equally capable dental assistant.

PEDIATRIC ASSISTANT

A pediatric assistant works with dentists and directly with young patients.

GENERAL DENTAL ASSISTANT

A dental assistant assists the dental practice with office tasks and patient care.



PROGRAM DESCRIPTION

The purpose behind the curriculum and goal for the students is to provide hands-on training through real-world dental scenarios before they enter the workforce.

Students will receive hands-on training in an actual dentist practice during the 20 hours of Patient Clinical training and 50-hour externship at Toothbeary Pediatric Dentistry which is located at 4300 Pouncey Tract Road Glen Allen VA 23060. Every student will be exposed to the necessary clinical techniques required in a dental practice. It is the goal of OPDA of RVA to train students to a level of proficiency that will allow them to qualify for immediate employment at a dental practice upon completion of the course.

Our 14-week Dental Assisting Program comprises of 172 total course clock hours:

- 24 hours of online modules,
- 72 laboratory hours + 6 hours obtaining CPR Certification,
- 20 hours of patient clinical training
- 50 hours of externship experience.

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. Prerequisites for each course is the completion of the previous numbered module as listed in the "Course Outline Table" within the table of contents. The program consists of a cumulation of 24 hours of online modules which is comprised of online video lectures, PPT slides, homework quiz and test, and reading assignments. 72 hours of hands-on laboratory training, 6 hours of CPR, 20 hours of patient clinical, and 50 hours of externship.

- students will pick up a packet from OceanPointe, that has the written curriculum.

24 Clock Hour - Part 1 Online Learning & 20 Clock Hour Patient Clinicals: During the first four weeks of the program, students will complete 12 Online learning modules via the OceanPointe LMS Online Platform and complete 20 clock hours of Patient Clinicals. In the LMS Online Platform, students will watch instructional training videos, guide themselves through lectures slides, complete homework quizzes and tests. The online portion of the program is completed at the student's home. Students are required to have internet capable devices that will allow them to properly complete the components of the program. Students will apply their online learning knowledge during patient clinicals, which also occurs during the first four weeks of the program.

128 Clock Hours - Part 2 Hands-On Training: Students will find familiarity with the material learned in each of these classes as they work through the entire curriculum via in-person hands-on training. This portion of the program includes laboratory hours, CPR training, and an externship experience.

Online Modules 1 - 12 (24 CLOCK HOURS)

Students will complete six lecture hours per week in the OceanPointe LMS Online Platform. Students will navigate and complete 12 Online course modules asynchronously in the first four weeks of the program. All students are required to complete each module by the appropriate deadline as the information learned will be applied during patient clinical hours. The 12 Online modules include homework quizzes and an online quiz which is graded at the conclusion of the each module. These Online quizzes are designed to ensure students take their time to read through each question and answer choices, therefore, none of the quizzes are timed. Each online module quiz contains multiple choice and true/false questions only. Each quiz is designed to introduce students to what they can expect to learn during patient clinicals and throughout the program.

Students are reminded that cheating and/or sharing answers are prohibited. Students are expected and required to be honest in their academic performance. Academic performance must be in the original work using the student's original thoughts and efforts. Cheating, sharing answers and/or plagiarism will not be tolerated under any circumstances. Students found to have cheated, shared answers or plagiarized work may be terminated from the program and subject to the refund policy, refer to catalog.

PATIENT CLINICALS (20 CLOCK HOURS)

Students are required to schedule time with their instructor or director to schedule their 20-clock hour patient clinical training/shadowing experience during the first four weeks of the program and will occur during normal practice hours. Students are introduced to the members of the dental team, current professional trends, and the various operations within a dental practice, including receptionist duties, bookkeeping, and chairside dental assisting. Students will have the opportunity to observe, shadow, and participate in our dental practice operation. Dental assisting students are required to fill out a Clinical Record of Experience (CRE) weekly and submit to their instructor for laboratory grading purposes.

LABORATORY HOURS 72 CLOCK HOURS + 6 CLOCK HOURS IN CPR TRAINING)

Dental Assistant lab training are offered on Tuesday and Thursday evenings from 6:00pm until 10:00 pm with two, 10-minute breaks each class day for a total of 72 hours during weeks 5 - 12. The breaks are at 6:50 pm and 7:50 pm. Additional breaks will be at the discretion of the instructor and will extend the hours of the class accordingly.

During week eight Lab hours, students will receive an additional 6 clock hours of CPR Training. Note: CPR training day will occur during week eight's Special Saturday session which is from 9:30 am to 3:00 pm.

Saturday classes when offered, are designed for make-up days and on one occasion, CPR training day. Make-up days must be signed up for one - two weeks in advance. These makeup sessions are scheduled from 9:00 am until 3:00 pm with lunch from 12:00 pm until 1:00 pm. Additional breaks will be at the discretion of the instructor and will extend the hours of the class accordingly. Training takes place within a fully functional dental practice, outside normal office hours. This gives the student hands-on experience in all areas of dental assisting using the treatment rooms, laboratory, x-ray facilities, and office area for their selected program.

EXTERNSHIP (50 CLOCK HOURS)

Students will complete a total of 50 clock-hours externship requirement at Toothbeary Pediatric Dentistry which is located at 4300 Pouncey Tract Road Glen Allen VA 23060. Students will meet with Dr. Braxton to develop their 2-week schedule to meet the 50 clock-hour requirement. See Externship Requirements for additional information.

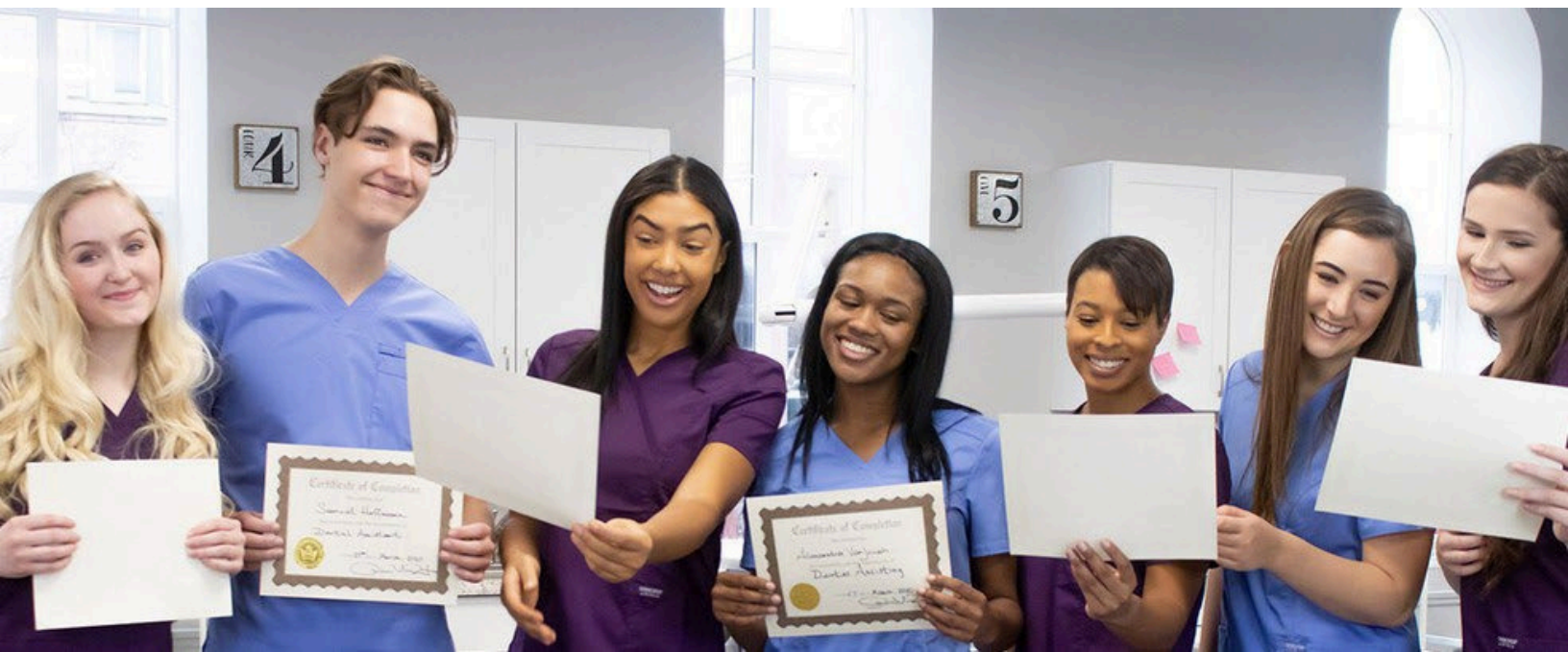
OBJECTIVES, GOALS AND OUTCOMES

THE DENTAL ASSISTING PROGRAM'S GOALS ARE TO TRAIN AND EDUCATE STUDENTS TO:

- Assists the dentist during a variety of treatment procedures. Take and develop dental radiographs (x-rays).
- Record patients' medical history, take blood pressure and pulse.
- Serve as an infection control officer, developing infection control protocol, preparing and sterilizing instruments and equipment
- Help patients feel comfortable before, during and after dental treatments.
- Provide patients with instructions for post procedure oral care.
- Teach patients appropriate oral hygiene strategies to maintain oral health.
- Takes impressions of patients' teeth for study casts (models of teeth).
- Perform general office tasks including tasks that may require the use of a personal computer.
- Communicate with patients and suppliers (e.g., scheduling appointments, answering the telephone, billing and ordering supplies).
- Assist in providing direct patient care in all dental specialties, including pediatric dentistry, periodontics and oral surgery.

TYPE OF AWARD

Students will be awarded a Certificate of Completion in Dental Assisting once they have successfully completed the required 172 clock hour program and met all financial obligations.





Legend: OLE-Online Lecture LA-Laboratory CL-Clinical EXT-Externship TOT-Total								
WEEK	COURSE	COURSE NAME	OLE	LA	CPR	CL	EXT	TOT
DENTAL ASSISTING								
1-4	Online	Online Course Modules 1-12	24					
1-4	CLNC 101	Patient Clinicals				20		
5	DA 101	Infection Control, Vital Signs, Instruments, Instrument Transfer, Moisture Control, Medical History, Teeth Identification, Sterilization, Opening/Closing Procedures, Tray 1		9				
6	DA 102	Alginate Impressions, PVS Impressions, Bite Registration, Model Pouring, Model Trimming, Whitening Tray Fabrication, Tray 2		9				
7	DA 103	Dentrix, Medical History, Charting, Denitions, Provisional Fabrication, Resume, Mock Interview		9				
8	DA 104	Matric Systems, Moisture Control, Instruments, CPR		9	6			
9	DA 105	XCP Rinns, Radiographs (FMX, PA, BWX), Panoramic Radiographs, RHS Prep, Oral Surgery		9				
10	DA 106	Room Setup, Mock Chairside Assisting, Temporary Crowns		9				
11	DA 107	Coronal Polishing, Sealants, Cements		9				
12	DA 108	Cerec, Procedures, Practicals, Final Exam		9				
13-14	EXT 101	Externship					50	
		Grand Total = Online Lecture + Lab + Clinicals+ Externship + CPR = 172 Hours	24	72	6	20	50	172

MODULE 1

This study unit introduces students to dentistry, dental assisting, and an overview of what it is like being a part of a dental team. Students are introduced to members of a dental practice and each member will share an overview of their duties and responsibilities. Students will tour the facility, learn the different types of dental offices, learn about the professional qualifications and responsibilities of a dental assistant, and understand how licensure is obtained and maintained. This unit presents general dental assistant fundamental basics. First, it explains the importance of knowing the laws and rules of dentistry and how they affect a dental practice. Students also learn about how to become a true dental professional by understanding what it means to act in an ethical manner. The Health Insurance Portability and Accountability Act (HIPAA) is presented from a healthcare professional's viewpoint, and the practical application of this law. Students learn how to greet and seat patients, and the different oral evacuation systems and tools in the operator for moisture control.

MODULE 2 This study unit introduces students to dental terminology and anatomy. This unit presents information about the oral cavity, parts of the teeth, and the types of teeth and also a brief introduction to the way teeth are numbered and classified. This study unit also introduces students to the most current concepts and procedures for infection control and sterilization including how to properly prepare the dental treatment room and all dental armamentarium (tools, instruments, equipment, etc.) used for patient treatment as well as the most current guidelines regarding infection control and sterilization procedures. Students learn about infection control procedures, personal attire, protective barriers, sterilization and disinfection procedures, and why they are so important in the dental office. Students study the microorganisms that cause AIDS, hepatitis B, and herpes and how they are transmitted. This unit covers oral pathology, including temporomandibular joint problems, oral cancer, and the formation of dental caries.

MODULE 3

This study unit introduces students to the specialty of pediatric dentistry, explaining the different procedures and the dental instruments used. Students will learn about preventive dentistry and the role of good nutrition in maintaining dental health and about dental plaque and the associated bacteria that cause caries and periodontal disease. This study unit will also cover how to remove plaque and calculus from the teeth by using proper home-care techniques such as brushing, flossing, and the use of irrigation devices and fluoride. Students will also learn the basics of nutrition, learning about the roles of the key nutrients in the body, dental sealants, and understanding various dental forms for the treatment of patients. Covered are the standardized systems of charting dental conditions, tooth identification, and cavity classification as well as how to interpret the charting to the dentist with whom they work with or referrals to a dental practice. Introduction to coronal polishing and restorative dentistry is also covered.

MODULE 4

This study unit covers the examination and diagnostic techniques used for patient assessment including documentation, instrumentation, digital imaging, and digital photography. Students will learn how to use the Dentrax Practice- Dental Software program including digital dental charting, scheduling appointments, entering procedures, treatment plans, and importing images.

MODULE 5

This study unit introduces students to the different instruments and pieces of equipment, handpieces, and accessories typically found in a dental operatory (treatment room). The specialties of endodontics and oral and maxillofacial surgery will be covered including specialty descriptions, explanations for the different procedures and the types of instruments used. Students learn the various artificial appliances that can be used when needed. The endodontics section of this study unit describes various endodontic conditions, diagnostic methods, instrumentation, and procedures (including root canal therapy).

MODULE 6

This unit introduce students to the three types of impressions taken in a dental office, the types of impression trays and their characteristics of use, and also discusses hydrocolloid impression materials and their uses, mixing techniques, and application. Students learn about elastomeric Impression Materials and Occlusal Registration and their uses, mixing techniques, and application. They will be able to explain the importance of occlusal registration and describe its use in a procedure. Students will have the opportunity to identify the critical aspects of patient clinical records and explore information collection in the dental practice and to outline the manual and computerized procedures of clinical records risk management. Students will have the opportunity to learn about the legal implications of creating and maintaining clinical records and technology's role in the dental office. This unit will discuss the safety precautions that should be taken in the dental laboratory as well as the types of equipment found in a dental laboratory and describe their use. It covers dental models, including the role of dental models, gypsum products and their role in the making of dental models, and the three methods of pouring dental models. Students learn the three types of custom impression trays and describe their use and are able to identify the types of dental waxes and describe their use. Students will learn the four vital signs routinely taken in the dental office and what to do in case of a medical emergency. Finally, the unit covers the composition and application of topical anesthetics, the composition and application of local anesthetic agents, injection techniques used for local anesthesia administration, the setup for local anesthesia and sedation, and general anesthesia. Students will also learn the importance of documenting anesthesia protocols and completion as well as pain control measures.

MODULE 7

This study unit introduce students to topics related to provisional coverage, including indications for a crown or fixed-bridge preparation and types of provisional coverage. Students will have the opportunity to learn about custom provisional coverage, preformed polymer and polycarbonate crowns, and aluminum crowns, the procedures for expanded functions, such as fabricating and cementing a custom acrylic provisional crown or bridge, provisional crown, and fitting and cementing a preformed polycarbonate crown.

MODULE 8 This study unit introduce students to radiology, the use of x-radiation to study and diagnose conditions inside the tissues of the body. Topics such as radiation safety, how x-rays affect tissue, and how to protect yourself and the patient from radiation overexposure. Students are instructed on how to produce x-rays using available electrical current, how to produce a radiograph, the parts of the dental x-ray machine and how to take care of and handle dental film as well as how to expose radiographs using a technique called paralleling. Students will receive a detailed understanding of the qualities of a good diagnostic radiograph, how to process the exposed radiograph, how to avoid over processing and exposure errors that may interfere with the diagnostic quality of the film, and how to prepare films for mounting and interpretation. This unit covers a method for taking radiographs called the bisected-angle technique and extraoral films.

MODULE 9

This unit introduces students to restorative and esthetic dentistry, along with the dental assistant's role in providing this type of care in general dentistry. Students learn about cavity preparation, permanent restorations, complex restorations, veneers, and tooth-whitening. Students are introduced to topics related to restorative and esthetic dental materials, and learn the properties of dental materials, including mechanical properties, thermal change, electrical properties, corrosive properties, solubility, and application properties. This study unit covers direct restorations using amalgam and indirect restorations using gold-noble metal alloys and ceramic castings. Students learn how and why cavity liners are used in restoring tooth structure, how and why cavity sealers are used including varnish, how and why desensitizers are used in restoring tooth structure, and how and why dental bases are used in the restoration of tooth structure. Students will learn the etching process of a tooth and its importance in the bonding of tooth and material, cements, bonding systems and how they provide better adherence of dental materials to the tooth structure.

MODULE 10

This study unit introduces students to the preparation, making, and placement of indirect restorations including crowns, inlays, onlays, veneers, and bridges. Students have the opportunity to learn how to identify the indicator and contraindications for fixed dental prosthodontics, the components of a fixed bridge, the steps for a diagnostic workup, and the role of the laboratory technician. Core buildups, pins, and posts in crown retention and the function of provisional coverage for a crown or fixed bridge including the placement and removal of a gingival retraction cord, and how to assist in the preparation and cementation procedures of an indirect restoration.

MODULE 11

This study unit introduces students to removable prosthodontics including both partial and full dentures, assisting in the delivery of a partial or full denture, procedures for assisting in a wax denture try-in, and patient education relating to removable partial and full dentures, along with immediate dentures, overdentures, and denture relining and repairs. Students are introduced to the pathologic conditions of the oral cavity, the categories of diagnostic information, oral lesions, diseases of the oral soft tissues, conditions of the tongue, oral cancer, the oral manifestations of HIV and AIDS, developmental disorders along with other disorders including abrasion, attrition, bruxism, bulimia, and oral facial piercings. Covered are topics related to dental implants including the indications and contraindications to implants as well as the psychological evaluation, dental examination, medical history, and evaluation of the dental implant patient as well as the specialized radiographs, diagnostic casts, surgical stents, and the types of dental implants and how to properly prepare for implant surgery and proper follow-up care.

MODULE 12 This study unit introduces students to the fundamentals and dental photography equipment selection including the right camera gear and accessories for clinical photography in the dental practice. The science behind the camera system, and the basics including handling of the camera, parameter adjustments, knowing its significance, framing, shooting, taking care of the equipment and how to take photographs in a clinical setting in QuickTime with optimized patient comfort are discussed. Students also learn post-processing with the help software and preparing images for clinical presentations.

The online Final Exam portion will consist of 50 to 100 multiple-choice questions concerning all subjects covered in the online lecture component of the program.

CLNC 101
(20 HOURS)

Students will schedule 5 hours per week of patient clinical training/shadowing experience (20 clock hours) with their instructor during weeks 1-4, during normal practice hours. Students are introduced to the members of the dental team, current professional trends, and the various operations within a dental practice, including receptionist duties, bookkeeping, and chairside dental assisting. Students have the opportunity to observe, shadow, and participate in our dental practice operation.

Infection Control, Vital Signs, Instruments, Instrument Transfer, Moisture Control, Medical History, Teeth Identification, Sterilization, Opening/Closing Procedures, Tray 1

Students are given explanations of homework assignments in the textbook, demo of the simulation software and other videos, office tour and orientation/operation of all equipment. Patient education videos are viewed to get “up to speed” as to the scope of modern dental treatments available. Students are oriented to the school and receive our video platform on-boarding. General introduction to terminology and equipment, including vocabulary and definitions, equipment set up and list, maintenance and safety review.

The divisions of specialties in dentistry, professionalism, dress and personal appearance, and HIPPA regulations as related to patient confidentiality are reviewed. Students learn the non-technical sides of Dental Assisting including professionalism, the dental team, law, and ethics.

Students are taught how to prepare and wear various Personal Protective Equipment (PPE) required in the dental clinic, proper handwashing technique, proper ultrasonic and autoclave use, disinfection control and procedures, placing barriers in the treatment room, plaster room, sterilizer room, and in the dental office. Mechanisms of disinfection, sterilization, OSHA, MSDS sheets and the goals of infection control are discussed together with Occupational Safety and Health Administration (OSHA) requirements and standards.

Techniques on patient management and communication, from entering the office to finishing with appropriate transfer to the front desk personnel, how to greet patients in the reception area and escort patients to the assigned operatory room and the correct placement of bibs are demonstrated. Students learn patient positioning in the dental chair for different anatomical locations in the oral cavity (including patient position for: maxillary tooth or teeth in the right and left quadrants, mandibular tooth or teeth in the right and left quadrants) and the proper positioning of dentist and dental assisting in each aforementioned quadrant. Practice using the TRANSFER ZONE exclusively, the use of cotton rolls to isolate various areas if Dental Dam is not being used, dental hand pieces and Bur types are explained and demonstrated. This includes how to use the Assistina seal, chuck evaluation and the sterilization of handpieces for safety and cleanliness.

Dental Dam application and uses, suctioning and retraction techniques, instrument transfer and demonstration techniques to ensure visibility for the Doctor (patient positioning, mirror cleaning techniques, and maintaining lighting), tub and tray setups for various procedures, hand piece sterilization and maintenance are covered. Students learn the appropriate protective attire for both dental professionals and patients.

Local Anesthesia – the anatomical locations for each injection type (including mandibular blocks, infiltration, long buccal, gow-gates, palatal), different anesthetics used and percentage of epinephrine and why each may be selected for a particular procedure; how to place anesthetic carpule into syringe and place a needle into a syringe are taught and demonstrated. Students learn about anesthetic syringes and local anesthesia; transfer to the Doctor, needle-stick prevention, and proper sharps disposal.

Tooth identification by name, number and letter; review of oral anatomy including structures and tooth surfaces, introduction to tooth nomenclature, dental anatomy, and “landmark teeth” are also covered in this unit.

This study unit describes impression materials including what they are, how they are used, and the techniques for using them. Students become familiar with these materials and their uses and refamiliarize with dental materials and techniques.

Theory, chemistry, selection, and techniques of the preparation, placement, and finishing of these restorations are discussed along with proper mixing, isolation, bonding, curing, and adjustments needed after placement as well as curing light types, curing light safety, hygiene, and proper cooling of the target area.

Students learn about fillings- different types of fillings including amalgam, composite, and glass ionomer filling materials; how to assist the dentist during a filling; preparation with the different types of equipment (including high speed handpiece, slow speed handpiece, air abrasion and water laser; review of instruments used in filling preparation and filling restoration, how to mix glass ionomer or liner, how to triturate glass ionomer or amalgam, how to load and unload composite gun, how to use curing light, and how to assist while dentist adjusts patient bite; The student then learns how to dismiss a patient properly including offering mouth rinse, post-operative instructions and hand off to front administrator. The student learns what needs to be included in dental filling tubs or trays, what each item is used for and why it is needed.

The model pouring and trimming portion of this section includes review of how to mix yellow stone; what ratio of stone to water; how to measure each, how to mix; how to use a dental vibrator for stone; how to get the proper pour with minimum bubbles; how long for stone to set; how to remove set up stone from alginate; how to turn on trimmer; how to use running water while trimming stone; how to trim stone properly and to what shape (orthodontic geometric or model trim for doctors use.)

Students are introduced to topics related to preliminary and final impression materials as well as laboratory procedures. The classification of impressions, impression trays, hydrocolloid materials, elastomeric materials, and occlusal registration, the importance of mixing impression materials, taking impressions and the materials and skills needed to pour preliminary impressions, and pour, trim, and finish diagnostic models are introduced. Covered are the different types of alginate, how to flavor, colorized version, ratio of powder to water, mixing, how to load tray, how to place tray in patients' mouth, how long to wait for alginate to set up, and how to remove set up alginate from patients' mouth. Students produce alginate impressions of the upper and lower arches.

Office procedures include telephone techniques, front office administration and how it applies to the dental assistant including making appointments, billing, dental insurance terms, Insurance codes and filing dental insurance, checking patients in and out. The proper phone answering techniques are practiced as well as the role-play of making appointments, asking for money and making payment arrangements are introduced. Students learn the importance of first impressions on a new patient, welcoming a new patient and the soft skills needed to be a highly proficient dental assistant.

Dentrix- Patient Charting – Students learn to chart existing conditions and treatment plans using procedure buttons and codes including how to write up a clinical chart, progression notes and the customization of the patients' chart.

The Perio Charting Section- includes the proper recording of pocket depths, bleeding points, suppuration, mobility and furcation grades. Students learn how to work with hygiene templates in the clinical notes and customize navigation systems.

Treatment Planning - Phasing treatments and preparing a professional looking written presentation for patients is covered in this unit. Students learn how to put in disclaimers to customize treatment plans along with the tracking lab cases.

Scheduling - Basic front office functions that all assistants and hygienists need to know for following up on patients including scheduling, treatment plan reports, care reports, family file, and scanning documents are demonstrated and practically applied in the hands-on portion of the program.

Review of charting and treatment planning and all OSHA regulations will be discussed as it pertains to the role of a dental assistant.

Students will also learn why crowns are needed; the materials provisional crowns are made out of; how to set up operatory for a crown procedure (instruments used and materials needed including impression materials, bite registration material, temporary restoration material); how to assist during the preparation of a crown; where to place suction; how to keep dentist's mirror clean; how to mix build-up material and learn what a buildup is; how to pack cord; how to mix impression material and place in tray for the doctor to take an impression; what impression material the doctor uses around the crown preparation; how to make temporary restoration using luxatemp and temp bond (cover other materials available for temporaries, e.g. Aluminum crown forms). Shade Guides and how to use them are also taught in this unit.

Students learn the procedure performed of the pulp of a primary or newly erupted permanent tooth that has been exposed. Students are taught to setup trays for the pulpotomy and stainless crown placement procedure with the use of a clinical video of crown preparation.

Job interviewing Skills – Students will learn the importance of being on-time, dressed professionally, displaying professionalism at all times during an interview and on the job. A mock interview will be held with each student to practice a sample interview process.

Upon completion of this course, students will have additional knowledge and improved skills regarding the completion of all restorative procedures with a focus on Class II composites and quadrant completion. Removable Prosthodontics are covered to enhance knowledge in the adjustment and delivery of prosthetics. Students will perform procedures within a time limit to stay on schedule and produce quality restorations. Team building skills through communication is a focus of the program. This unit teaches margin identification and retraction cord placement, troubleshooting cementation of permanent restorations, the distinction on what a heavy occlusion on a restoration and where to make adjustments are reviewed. The placement of the tofflemire matrix and matrix free systems along with correct wedge selection and placement and an understanding of point angle and line angle are all taught in this unit.

XCP Rinns, Radiographs (FMX, PA, BWX), Panoramic Radiographs, RHS Prep, Oral Surgery

UNDER THE DIRECT SUPERVISION OF A LICENSED DENTIST: Students will demonstrate procedures for preparing the patient for dental x-rays, assembling XCP instruments or Eezee grip holders, using traditional and digital equipment, performing radiographic surveys using both paralleling and bisecting techniques, processing, mounting and critiquing while adhering to radiation safety precautions and infection control standards. Students will observe Dr. Braxton's use of x-rays, processing, critiquing and mounting during patient clinicals and in DA 105. One FMX (full mouth x- ray) will be done in class on a manakin, with regular film.

Students will learn the basic x-ray techniques including how to take a full mouth series of x-rays. Students are required to take x-rays, develop and mount radiographs. Students also learn about Bitewing x-rays (BWX): how to position the patient; how to position the film; using digital film for each group of teeth needed for BWX; how to position film so that all contacts are open; how to position film so that the BWX is symmetrical and what to do when patient has a very small mouth, gag reflex or other complications. Practice is also done using the bisecting technique with Rinn holders, paralleling technique without holders (as needed), proper mounting of individual, BWX and complete series, tooth identification landmarks, upper versus lower, and right versus left. Full Mouth x-ray (FMX)- what it is, how to take them and how to mount x-rays. FMX sorting exercises on interactive platform and simulation software, expose and process all types of intra-oral and extra-oral radiographs on a manakin. Periapical x-ray (PA) – how to position the patient, how to position the film or digital film to capture the apex of desired tooth, including different positioning required for maxillary dentition and mandibular dentition and what to do when patient has a very small mouth, gag reflex or other complications, such as large tori. Panorex – how to position the patient for a panoramic x-ray including chin position, remembering to remove all jewelry, hair pins or piercings, general information about Panorex machines and how and why they are vital to dental health. Cephalometric x-ray – how to position the patient to get symmetrical head x-ray, capturing soft tissue and hard tissue, remembering to remove all jewelry, hair pins or piercings, general information about why dentists use this x-ray.

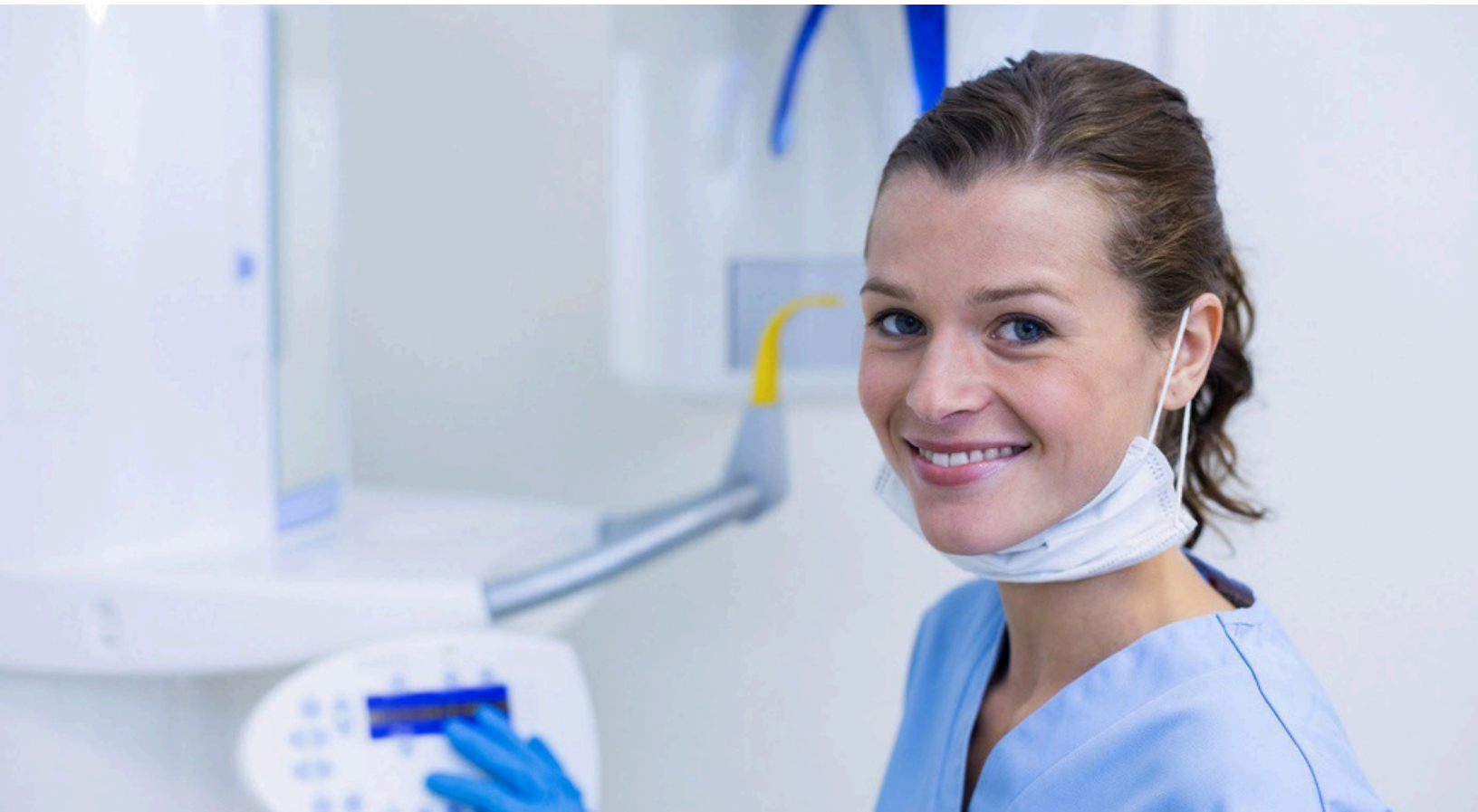
Students are presented with the various oral and periodontal surgical instruments and techniques including discussion and demo of the use of various instruments, throat packs, surgical suction uses and techniques, sterility and instrument scrubbing techniques, intro to dental lasers, limitations, safety of dental lasers.

Oral surgery – instruments including different types of forceps, elevators, root picks, tissue retractors, surgical suction, suturing instruments (scissors and hemostats) scalpels, rongeurs, oral surgery handpiece and oral surgery burs, review oral surgery procedures, general extractions, 3rd molar extractions, implant placement, bone graft, biopsy) and how to assist for each procedure. This unit covers how to keep a sterile field, what cross contamination is and how to avoid it. Students will review types of antimicrobials and antibiotic agents used for periodontal surgical procedures.

Periodontal Surgery – instruments, including different types of scalers and currettes, review periodontal surgery procedures (ex: implant placement, bone graft, biopsy, tissue regeneration), how to assist for each procedure, how to keep a sterile field and the avoidance of cross contamination.

Sterilization Procedures – how to clean and scrub instruments, how to soak instruments, how to bag and sterilize instruments, including safety measures for each step. What instruments are autoclaved and what instruments are placed in cold sterile. Hand-piece maintenance and sterilization is also taught.

Nitrous Oxide (N2O) – the machinery, how it works, the advantage of using N2O and state law governing who dispenses N2O.



Students will review and demonstrate office opening and closing procedures, taking patient medical histories, vital signs, set-up and teardown of treatment rooms, equipment, and instruments etc. Operation and positioning options of various dental chairs. Lights, hand piece set-up and hand piece bur-changing, three-way syringes, etc. are reviewed.

Students learn and demonstrate four handed dentistry, including but not limited to operatory set up, instrument transfer, isolation techniques (how to use cotton rolls, dry angles, and rubber dams), suctioning (use of high-volume suctions and low - volume suction including how to keep the patient comfortable during a dental procedure, how to hold the high-volume suction so that it efficiently removes liquid and saliva without suctioning the patients' cheeks, tongue or other oral structures). and basic procedural tray set up.

Techniques on patient management and communication, from entering the office to finishing with appropriate transfer to the front desk personnel, how to greet patient in the reception area and escort patients to the operatory and place bib, patient positioning in the dental chair for different anatomical locations in the oral cavity, (including patient position for: maxillary tooth or teeth in the right and left quadrants, mandibular tooth or teeth in the right and left quadrants) and the proper positioning of dentist and dental assisting in each aforementioned quadrant is introduced. Students practice using the TRANSFER ZONE exclusively. Use of cotton rolls to isolate various areas if dental dam is not being used, dental hand pieces, and bur types are explained.

Crown and Bridge Procedures – Students are taught what a crown is, why it is needed, and the materials crowns are made out of. Operatory set up for crown procedure, (instruments used and materials needed including: impression materials, bite registration material, temporary restoration material), how to assist during the preparation of a crown, where to place suction, how to keep doctors mirror clean, how to mix build up material and learn what a buildup is, how to pack cord, how to mix impression material and place in tray for doctor to take impression what impression material the doctor uses around the crown preparation, how to make temporary restoration using luxatemp and tempbond. (other materials available for temporaries, e.g., aluminum crown forms) is covered. Students learn the different types of fixed prosthodontics restorations. Students learn the different types of fixed prosthodontics restorations, removable Prosthodontics (RPD) in the replacement of missing teeth, the component parts of both the partial and complete RPD's and the various steps necessary to take during replacement appointment with patient.

Students learn the proper technique for expelling impression materials, how to fabricate and adjust temporaries. Students are introduced to the steps involved in the fabrication and installation of complete (full) and partial dentures and asked to practice putting tray set-ups together for each stage of removable and Prosthodontic fabrication and delivery.

Coronal Polishing, Sealants, Cements

Students are able to identify the types of stains, deposits and assist in coronal polishing and are able to understand the role of the dental assistant in providing support during polishing procedures.

Students have the opportunity to learn about dental sealants, including the clinical indications for and contraindications to dental sealants and the rationales for filled and unfilled sealant materials. Students have the opportunity to learn and describe the two types of polymerization, explain the most important factor in sealant retention, and demonstrate the steps in the application of dental sealants, and learn, describe, and demonstrate the steps necessary for the patient and operator during sealant placement.



Students will be able to learn about CEREC technology to restore bridges and implants. They will learn to recognize ideal preparation designs for inlays, onlays, veneers and crowns, the different design techniques of Biogeneric Individual, Biogeneric Copy, and Copy and Mirror and how they work and when to use them. They will review of the available materials and their appropriate clinical uses. Students learn ideal polishing techniques for esthetic restorations, cementation techniques, and fabrication of inlays, onlays, crowns, bridges

The practical consists of mock assisting for dental procedures (Station 1 -evaluation of proper patient position, proper suction placement, and proper instrument transfer), (Station 2 - Radiology) (Station 3 - taking impression, pouring up impression in yellow stone, trimming model), (Station 4 - making temporary crown) (Station 5 - Sterilization and Infection Control) (Station 6 - Charting and Dextrix).

The online Final Exam portion will consist of 50 to 100 multiple-choice questions concerning all subjects covered in the online lectures' component of the program.



The externship is designed to expose students to a working schedule and responsibilities of a dental assistant. After students have completed all requirements of weeks one (1) through 12 of the program, they will be assigned to a two (2) week rotation in a dental practice. It is the students' responsibility to ensure adequate travel to and from the externship site.

The externship is typically scheduled during the office hours of the assigned practice but may involve early morning/evening hours as well, based on the needs of the practice.

Externship Location: Toothbeary Pediatric Dentistry 4300 Pouncey Tract Road Glen Allen VA 23060

EXTERNSHIP SCHEDULE

The externship schedule will be:

- Six hours and 15 min. per day, four days per week for two weeks during weekday office hours for a total of 50 hours. The externship is typically scheduled during the office hours of the assigned practice but may involve early morning/evening hours as well, based on the needs of the clinic.
- Evaluation of externs with verbal critique by the Externship Site Supervisor will occur daily. Written evaluation will be accomplished at the midpoint (after week one) and another at the end of the externship. Ratings on the written evaluations will be averaged for the final report. Evaluation forms are included.
- The Externship Advisor will be in daily telephone contact with the Externship Site Supervisor.
 - Externs are required to attend a meeting on the last day of their externship. During this meeting they will discuss their externship observations/experiences and will turn in their externship report.
- Students are required to write a final report that will be turned in on the day of their externship meeting.
- Students may not miss more than 10 hours which are required to be made up in order to graduate.

Students must complete the following prior to commencing the externship:

1. CPR/BLS Certification.
2. Documentation of a health screening. The requirements for health screening may differ by site and may include various immunizations, titers and a general release from a physician or nurse practitioner.

All students are required to complete a 50 hour externship at the end of the program to graduate and receive Dental Assistant Certificate.

Externships are designed to be instructional in nature by providing students with hands-on experience. Students who successfully complete all pre-requisite courses and conditions will be placed on externship at an appropriate setting. All students on externship are supervised by qualified faculty and/or qualified on-site personnel. Adequate student supervision is provided at all times.

Students may not be a substitute for, or replace, paid staff members. In most cases, students receiving education at an externship site are not permitted to be paid for their time on-site.

Students are expected to obey the rules and regulations of the externship site and program. The site has the right to remove any student who demonstrates disregard for program and/or site policies and procedures.

While OPDA of RVA does not require a background check, many states, employers, externship sites and agencies may require a criminal and/or personal background check and may reject students based on criteria different than those applied to students during the enrollment process or may impose restrictions on the employment, registration, licensure, or certification of workers with certain criminal convictions. In addition, they may subject candidates to drug screening.

ENGLISH PROFICIENCY

Our program is taught in English only and does not provide second language instruction. Students are required to speak English in classes. Applicants whose first language is not English will be required to provide proof of English proficiency by one of the following:

Test of English as a Foreign Language (TOEFL) with an Internet-Based Test (IBT) score of 61 or higher, Paper Based Test score of 500 or higher, or Computer- Based Test (CBT) score of 173.

- Advanced Placement International English Language (APIEL) with a score of 173 or higher.
- International English Language Testing System (IELTS) with a level of 6 or higher.
- Successful completion (i.e. grade of PASS or 'C' or Better) of accredited high school or accredited college
- coursework taught in English.

OceanPointe does not accept "Ability to benefit" students. All students must have a high school diploma or G.E.D.

CREDIT FOR PREVIOUS EDUCATION, TRAINING, OR EXPERIENCE

OPDA of RVA does not grant credit/time for prior education, training, or experience, with the exception of receiving evidence that provides satisfactory evidence that they; i) have a current CPR/BLS Certification in which case, the student will not be required to take the CPR/BLS Certification course. The respective costs associated with the above are separately listed under Tuition Fees will not be charged to the student. It must not be assumed that any courses described in the school's catalog can be transferred to another institution.

OPDA of RVA makes no representations or assertions whatsoever, that courses completed in our program would transfer to any other institution, or any other educational, learning, vocational school nor does OPDA of RVA accept transfer credit or clock hours from any other school or entity, or otherwise denotes in this catalog. It should not be assumed that any courses or certificate of completion, described in OPDA of RVA's catalog can be transferred to another institution.

Information concerning other institutions acceptance of the OPDA of RVA's courses toward their programs should be obtained by contacting the receiving institution. Any decision on the comparability, appropriateness and applicability of courses and whether they should be accepted is the decision of the receiving institution.

APPLICATIONS ACCEPTANCE & ENROLLMENT

OPDA of RVA accepts applications throughout the year, up to 1 day prior to the commencement of the dental assisting program. Applicants must pay the \$50.00 non-refundable registration fee, prior to the commencement of the program, and pay the \$300 online platform subscription fee to secure a place in the program. This is fully refundable in terms of the OPDA of RVA's Cancellation, Withdrawal, and Refund Policy, if an application is subsequently rejected for whatever reason. The primary enrollment period is during the Open House (approximately 2-3 weeks prior to the class start date).

Admission Requirements

To be eligible for enrollment, all applications must meet ALL the following requirements

- Must be 18 years of age
- Submit proof of high school diploma, GED, certificate of high school equivalency, or completion of a secondary education in a home school setting that complies with all state law.
- Must have a computer with reliable internet to enroll in the program. Must have reliable transportation to and from the school, clinical site, and externship site.

On receipt of an application, the applicant will be contacted by OPDA of RVA to schedule an interview at our facility. Applicants under the age of 18 years old will need to be accompanied by a parent or legal guardian.

Applicants will be required to be interviewed in person at the facility in order to be accepted into the program. Applicants will be given a brief tour of the facility as part of the interview and acceptance process.

ENROLLMENT

Once the applicant has been accepted into the program, they will be required to sign an Enrollment Agreement (Applicants under the age of 18 years old will require the signature of a parent or legal guardian). Enrollees will then be given/receive:

1. A Welcome Letter by email with online platform login and use instructions.
2. An original, signed copy of the Enrollment Agreement with uniform sizing.
3. A copy of the Catalog, Syllabus, and Class Calendar.

Enrollees will be required to pay Tuition and Fees or have a payment arrangement set up prior to the commencement of the program. See “Methods of Payment” in this Catalog. The Enrollment Coordinator will assist applicants in this regard.



OceanPointe encourages diversity and accepts applications from all minorities. Our school does not discriminate on the basis of race, creed, color, national origin, sex, veteran or military status, sexual orientation, the presence of any sensory, mental or physical disabilities. OceanPointe acknowledges that information pertaining to an applicant's disability is voluntary and confidential and will be made on an individual basis.

If this information is presented, OceanPointe will reasonably attempt to provide an accommodation to overcome the effects of the limitation of the qualified applicant. All inquiries about accommodations should be made to Dr. Braxton upon registration of the program. To be qualified, an individual with a disability must meet the basic skill, education, training and other eligibility requirements of the relevant job or vocational program and must be able to perform the essential functions of the relevant job or vocational program, either with or without reasonable accommodation; the employment and academic standards are the same for all individuals enrolled.





CHEROKEE
WORKWEAR

Application and enrollment are open year-round, however, it is best to apply no later than 2 weeks prior to the class start date.

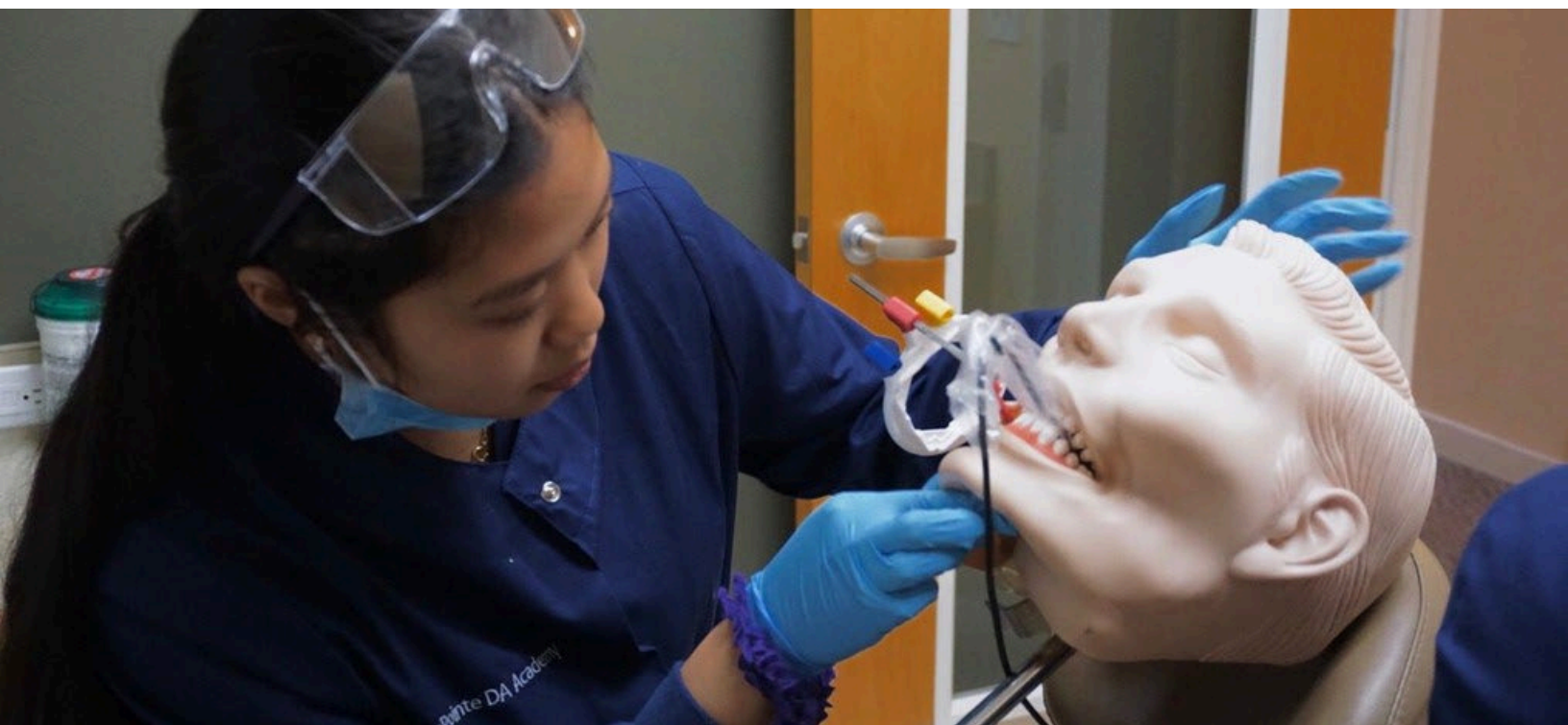
Program Cohort #	First Day of Class	Midterm Point*	Last Day of Class	Anticipated Graduation Date
1	December 2, 2024	January 27, 2025	March 24, 2025,	March 25, 2025
2	March 31, 2025	May 19, 2025	July 7, 2025	July 8 2025
3	July 15, 2025	September 2, 2025	October 21, 2025	October 22, 2025
4	October 29, 2025	December 17,2025	January 7, 2026	February 4, 2026

*Progress Report Meeting with Instructor/Director *

SCHOOL
HOLIDAYS
AND
CLOSINGS

For all programs, the following holidays will be observed, and classes will not be held:

New Year's Day, Memorial Day, Independence Day, Dr. Martin Luther King Jr. Day, Labor Day, Thanksgiving Day, Christmas Eve and Christmas Day



HOURS OF OPERATION

DAY	OPEN	CLOSE
Tuesday	6pm	10pm
Thursday	6pm	10pm

*Saturday Classes are makeup only and must be scheduled two weeks in advanced



COST OF PROGRAM

NAME OF PROGRAM	TOTAL HOURS	TUITION	PROGRAM LENGTH	SESSION ATTENDING
DENTAL ASSISTING	172	\$3,035	14 WEEKS	PART-TIME

DENTAL ASSISTANT TUITION FEE TABLE

Registration Fee (non-refundable)	\$ 50
Online Video Platform	\$ 300
Tuition	\$ 3,035
Textbook (Borrowed), Supplies and Lab Materials (Safety Glasses, Sterile Gloves, Utility Gloves, Masks, CXP-Rinn kit, Typodont, 3-ring-binder, Cements, Cotton Rolls and other Disposable/Consumable dental Materials), radiology film/supplies, 1 stapler & paper clips, 1 blood pressure cuff and stethoscope kit.	\$ 420
Radiation Health & Safety (RHS) course and exam	\$ 270
Basic Life Support Cardiopulmonary Resuscitation (CPR) certification	\$ 60
Clinical Scrubs	\$70
TOTAL	\$4,205

Note: Each Student will receive Textbook titled Modern Dental Assisting / Edition 13, by Doni L. Bird CDA, RDA, RDH, MA, Debbie S. Robinson CDA, MS, Elsevier 2021, ISBN-13: 9780323624855. In the event of loss, theft or damage to either item, students will be charged \$130 for the Textbook titled Modern Dental Assisting / Edition 13, by Doni L. Bird CDA, RDA, RDH, MA, Debbie S. Robinson CDA, MS, Elsevier 2021, ISBN-13: 9780323624855.

Note: Students that provide documentation of current BLS/CPR certification will not be assessed the \$60 fee to take course.

All Students are required to pay the \$50.00 non-refundable Registration Fee, the \$300 online platform fee and a \$1000.00 down payment in order to enroll in OPDA of RVA's dental assisting program. To pay the remaining balance, students can choose from one of the school's payment options on the following page. These payment and financing options are available to all students of OceanPointe. Please discuss any further questions or concerns with Ms. Shardonay Suggs.

Each student participating in the dental assisting program will be provided with one (1) rental textbook, one (1) Android Tablet, study aids, notes, one (1) pair of scrub pants, one (1) OPDA Scrub Shirt, and one (1) pair of safety glasses and all supplies and equipment required to complete all clinical lab portions of the program. All dental technology and equipment are included. The Android tablet is provided so all students can access our online classroom and is expected to be returned in excellent condition along with the textbook. Students will be charged the full price of the textbook and/or Android tablet should they be lost or damaged.

OPDA of RVA tuition and fees includes the cost of 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 will be refunded based on guidelines listed on the Cancellation and Refund Policies 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 OPDA of RVA.

***There is no financial aid offered for this program.**

PAYMENT OPTIONS

***ZERO INTEREST IN-HOUSE PAYMENT PLAN:**

OceanPointe Dental Academy of RVA can design custom payment plans specific to each student's financial need. A \$50.00 non-refundable Registration fee, a \$300 online platform fee, and \$1000 deposit is required and must be paid by the student upon registering. An email with login credentials will be sent to the student for immediate access to the video and lecture content platform alongside instructions for platform use, and course syllabus.

In-house payment options are designed to be interest-free and have the cost of the program paid in full by the last day of class.

The following in-house payment options are designed to be interest-free and have the cost of the program paid in full by the last day of class. Plans can be scheduled weekly or bi-weekly to ensure your payment plan meets your financial needs.

LATE PAYMENTS

Installment Payments not received within 10 calendar days after the due date shall incur a \$25 late payment fee. Students have 10 calendar days to make payment before dismissed from OPDA of RVA unless a written payment arrangement is agreed to by both the school and the student within 5 calendar days of the original due date, as an addendum to the payment plan agreement.

RETURNED CHECK FEES:

Checks that are returned for non-sufficient funds will be assessed a \$25 fee.

	PAYMENT OPTIONS	INITIAL PAYMENT	AMOUNT DUE	Total Payment
1	Full payment (the \$50.00 non-refundable Registration Fee, \$300 Online Platform Fee and \$1000 deposit must be paid in full prior to registering). Program must be completely paid for prior to starting classes.		\$4,205	\$4,205
2	<p>Bi-Weekly Payment Plan Option</p> <p>_____</p> <p>A. Bi-Weekly payment plan (the \$50.00 non-refundable Registration Fee, \$300 Online Platform Fee and \$1000 deposit must be paid in full prior to registering). After the initial payment a total of \$2,855 remains which will be paid in 6 consecutive bi-weekly payments of \$475.83 (auto-pay) beginning the 1st and 16th of the month. Program must be paid in full prior to receiving certificate of completion.</p>	\$1350	\$475.83 due Bi-Weekly	\$4,205
3	<p>3-Month Payment Plan Option</p> <p>_____</p> <p>A. 4-Month payment plan (the \$50.00 non-refundable Registration Fee, \$300 Online Platform Fee and \$1000 deposit must be paid in full prior to registering). 3 monthly payments of \$951.66 (auto-pay) beginning the 1st or the 16th (whichever comes first) of the month enrolled in program. Program must be paid in full prior to receiving certificate of completion.</p> <p>_____</p>	\$1350	\$951.66 due Monthly	\$4,205

If the above due dates are not feasible for you, meet with Dr. Braxton to discuss **prior** to signing enrollment agreement and Payment Plan Contract. Staff will meet with you to ensure the Payment Plan Contract meets your needs.

Due dates are established and finalized according to the Payment Plan Contract signed by both parties.

OPDA OF RVA Cancellation and Refund Policy

Students enrolled in OPDA of RVA must adhere to the following refund and cancellation policy. Questions and/or concerns regarding the institution's policy should be addressed with Dr. Braxton in writing.

Administrative Rejection: An applicant (1) rejected by the institution or (2) non-enrolled in program or (3) fails to begin program/course or (4) withdraws prior to the start of program or (5) is dismissed prior to the start of the program, is entitled to a refund of all monies paid, with the exception of \$50.00 non-refundable Registration Fee.

Three-Day Cancellation: An applicant may cancel this agreement without penalty by notifying the institution, in writing, within three business days after signing this agreement, excluding weekends and holidays. OPDA of RVA will refund all monies paid with the exception of the \$50.00 non-refundable Registration fee.

One Day Cancellation: An applicant may cancel this agreement any time prior to the first day of class via written notice. OPDA of RVA will refund all monies paid with the exception of the \$50.00 non-refundable Registration fee and, less a maximum tuition fee of 15% of the stated costs of the course or program or \$100, whichever is less;

Other Cancellations: The minimum number of students in a program/class is three (3). If the course is rescheduled due to low enrollment, students will be notified by phone and email. Students will have the choice of a refund or attend the next scheduled class. If the class start date is changed for a second time, the student will be eligible for a full refund of all monies paid, less than a \$50.00 nonrefundable Registration Fee.

Withdrawal: Student(s) who wish to withdraw from this institution after classes begun will be subject to the cancellation and refund policy.

Administrative Withdrawal: Students that failed to provide withdrawal notification to OPDA of RVA, will be considered administratively withdrawn after (7) days of continuous absence (not attending class and/or logging into the online portal). After the (7) days period, OPDA will determine if the student intends to return to class or withdraw. Of which, students will receive a written copy of the decision. If the student is determined to have withdrawn, the end of the 7-day period begins the timeframe for calculating the refunds.

Students are required to notify the institution regarding all absences and plans to make changes to their attendance in the program.

Student Elect-Withdrawal: For students that submit written notice of withdrawal intent, refunds will be calculated on the effective date of termination as outlined in the written notice. Students that elect to withdrawal from the institution must do so in writing via certified mail or written notice delivered in-person to the Campus Director.

OPDA OF RVA will issue refunds to students that have terminated their status as students within 45 days after receipt of a written request, or the date in which, OPDA of RVA finalize its decision to administratively withdraw the student, or the date the student last attended classes, whichever is sooner.

OPDA of RVA Student Refund Policy:

- (1) A student who enters the school but withdraws or is terminated during the first quartile (25%) of the program shall be entitled to a minimum refund amounting to 75% of the cost of tuition.
- (2) A student who withdraws or is terminated during the second quartile (more than 25% but less than 50%) of the program shall be entitled to a minimum refund amounting to 50% of the cost of tuition.
- (3) A student who withdraws or is terminated during the third quartile (more than 50% but less than 75%) of the program shall be entitled to a minimum refund amounting to 25% of the cost of tuition.
- (4) A student who withdraws after completing more than three quartiles (75%) of the program shall not be entitled to a refund.

Students may submit a written withdrawal request to Dr. Braxton, at any time during the program. The letter must be delivered to the school via certified mail or delivered in person. Withdrawal students are ineligible to receive their Certificate of Completion. Withdrawal Status will be granted by the Dr. Braxton in writing. Student' s under this policy, will be subject to the refund policy.

Withdrawal Status will allow the student to be re-admitted in a future program commencing within 3 months of being granted Withdrawal Status, subject to availability of placement in program and the future availability of the program itself.

The payment of refunds will be completed such that the refund instrument has been negotiated or credited into the proper account(s), within 45 days after the effective date of termination.

In the case of a prolonged illness or accident, death in the family, or other special circumstances that make attendance impossible or impractical, a leave of absence may be granted to a student if the student meets the Leave of Absence Requirements. No monetary charges or accumulated absences may be assessed to the student during a leave of absence. OPDA of RVA will not treat a leave of absence as a withdrawal, if it is an approved leave of absence.

A leave of absence is an approved leave of absence if the student completes the following: To request a Leave of Absence (LOA), a student must request and complete a Leave of Absence Application 7 days prior the start date of the requested leave. For example, if a student needs a leave of absence from March 14 through March 31st, then the student must request and submit the LOA form to Dr. Braxton by March 7.

A student who is granted a leave of absence will be enrolled into the following semesters cohort at the student's request. Students will not be charged any additional fees if granted a leave of absence from the program. If a leave of absence is needed that interferes with the following semesters start date, the student will be given a refund in accordance with the refund policy. Any payment made for the initial semester will be applied to the following semesters enrollment.

LOA's are approved based on the following:

- ◆ OPDA of RVA determines that there is a reasonable expectation that the student will return to the school; OPDA of RVA approved the student's request in accordance with the published policy; OPDA
- ◆ of RVA does not impose additional charges to the student as a result of the leave of absence; The
- ◆ leave of absence does not exceed 30 days in any 12-month period

LOA's are considered withdrawal: If a student does not resume attendance at the institution on or before the end of an approved leave of absence, the institution must treat the student as a withdrawal, and the date that the leave of absence was approved should be considered the last date of attendance for refund purposes.

Postponement of a starting date, whether at the request of OceanPointe or the student, requires a written agreement signed by the student and the school. The agreement sets 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.

If the course is not commenced, or the student fails to attend by new start date set forth in the agreement, the student will be subject to OPDA of RVA's refund policy.

OPDA reserves the right to postpone a class start date due to insufficient enrollment. All fees are identified in this catalog and in the enrollment agreement.





ORIENTATION

An orientation session is scheduled for each incoming class. The purpose of this session is to orient the students to OPDA of RVA. Students will be notified, in writing, via email of the orientation date. All students are required to attend orientation.

Orientation shall be conducted in-person on the first day of class. Students will be acquainted with the following:

- ◆ School Staff and Student Introductions
- ◆ OceanPointe's Online Platform
- ◆ Facilities
- ◆ Syllabus
- ◆ Grading System
- ◆ Internship Requirements
- ◆ Graduation Requirements
- ◆ Attendance Policy
- ◆ Rules and Regulations
- ◆ School Policies and Procedures
- ◆ Dress Code/Conduct
- ◆ Parking
- ◆ Questions & Answers Session

ATTENDANCE REQUIREMENTS

1. Students are required to attend 100% of the 172-clock hour program. Missed class sessions must be made up within 1 week of the missed class. Students are required to inform their instructor immediately so arrangements can be made to schedule make up hours. There will be no additional charge for make-up sessions. Instructors may request your withdrawal from the program if absences or tardiness exceeds more than 4 days of missed class or clinicals.

Students missing more than 20 minutes of class will be required to immediately notify the School Director or Instructor to arrange time to make up the missed hours.

2. Students who are unable to continue the program 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 and refund cancellation policy.

Students that have been dismissed from the program and would like to re-enroll in the program must contact Dr. Braxton prior to submitting an application to the school.

TERMINATION
/ DISMISSAL

A student can be terminated/dismissed from OPDA of RVA at any time for any of the following reasons:

1. **Academic Termination:** In the unfortunate circumstance that an exam is failed (score below 69%) three times, or a student fails to maintain satisfactory academic progress as outlined in this catalog, the student will be dismissed from the program.
2. **Lab or Clinical Termination:**
 - Unsafe practice in the labs or clinical area.
 - Inappropriate behavior towards a patient, another student, or faculty/staff.
 - Student miss more than 4 classes of labs/clinical.
3. **Payment:** Failure to meet financial responsibilities to the school. Students have 10 calendar days to make payment before dismissed from school unless a written payment arrangement is agreed to by both the school and the student within 5 calendar days, as an addendum to the payment plan agreement.
4. **Violation of any OceanPointe Conduct Policies:** Failure to adhere to OceanPointe's conduct standards, discrimination, sexual harassment and Anti-Hazing policies.
5. **False and Fraudulent Behavior:** We at OPDA of RVA 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.
6. **Breach of patient confidentiality:** Sharing any patient information with anyone who is not involved in their immediate care, improper handling of any patient documentation.

Students may submit a written withdrawal request to Dr. Braxton, at any time during the program. The letter must be delivered to the school via certified mail or delivered in person. Withdrawal Status will be granted by the Dr. Braxton in writing. Student's under this policy, will be subject to the refund policy.

Withdrawal Status will allow the student to be re-admitted in a future program commencing within 3 months of being granted Withdrawal Status, subject to availability of placement in program and the future availability of the program itself.

Students who were not terminated from the program due to misconduct may reapply to the institution. Dr. Braxton's decision and any conditions pertaining thereto, including credit for previous training at the Academy, is at her sole discretion and will be advised of the outcome of such within 5 business days of receipt of the students written application. If the student enrolls to repeat a subject that is no longer offered, Dr. Braxton will select an appropriate substitute subject for the student to meet that part of the program's requirement.

A student whose enrollment was terminated for violation of the school's rules, attendance policy, regulations and conduct code, that did not result in the involvement of law enforcement officials will, have one opportunity for reenrollment in a subsequent term in the next 12 calendar months. Students in this category must meet with Dr. Braxton to discuss a plan of action of corrective behavior.

1. **Homework:** Students are required to complete all online homework quizzes for each module which are graded at the conclusion of each module completion.

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. Students that make a 69% or less on any exam must meet with their instructor for advisement and test review then schedule to retake 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. Students will be dismissed from program if an exam if failed three times. See refund policy.

GRADE
REPORTING,
TRANSCRIPTS &
RECORDS

Grades 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 permanently kept in a digital format after the student's graduation. Students can request a transcript and records by notifying Dr. Braxton in writing.

Students that receive an *Incomplete*, may, on a one-time basis only, arrange with Dr. Braxton to complete the work by the end of the term or in a future program commencing within 3 months. There will be no additional administrative or tuition fees charged for students granted an *Incomplete Status*.

GRADE SCALE

100-90	A
89-80	B
79-70	C
69 & Below	F
Incomplete	I

GRADE BREAKDOWN: Lecture

Tests 50 %
Exam/Quizes 20%
Homework 20 %
Attendance 10 %

100 %

GRADE BREAKDOWN: Lab

Lab Participation 50%
Attendance 50%

100 %

GRADE BREAKDOWN: Externship

Lab Participation Pass/Fail
Attendance Pass/Fail

Graduation Requirements

Graduation Requirements

Students must complete the required 172 clock-hour requirement. Students must have satisfied all financial obligations to the school prior to receiving their certificate of completion. Students must return the course textbook and/or Android tablet back to school in good condition. Students must have an average grade of 70 or higher. Students must successfully pass the Radiation Health and Safety (RHS) exam.

PRIVACY POLICY

All personal and academic information about students will be considered private and will be used only in conjunction with the operation of OceanPointe for academic purposes in order to enhance the education of students and the security of the school.

OceanPointe will make reasonable efforts to protect student information, personal and academic, from any party not directly affiliated with the operation of OceanPointe. Student information shall not be shared, sold, rented, or in any other way exposed to parties wishing to use that information to solicit sales of merchandise or services. Parties inquiring about academic performance will be referred to the student, regardless of who paid or assumed financial responsibility for the program or the age of the student.

As students navigate their job search, OPDA of RVA makes no guarantee, expressed or implied, of future employment. Current law prohibits any school from guaranteeing job placement as an inducement to enroll students. OPDA of RVA provides employment assistance to students and alumni which comprise of resume workshops (non-credit, non-mandatory), posting of job openings, interview skill workshops and job lead identification support at no additional cost. Students seeking assistance should contact Dr. Braxton.

Because the quality and success of each OPDA student is important to us, 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 OPDA – \$25/hour
- ◆ Library Resources: Online webinars and reading materials
- ◆ One on One meeting with instructor and Dr. Braxton
- ◆ Resume writing workshops
- ◆ Interviewing techniques with role-playing
- ◆ Career counseling

All students enrolled at OceanPointe shall have the right to inspect and review their education records, to request corrections or deletions and to limit disclosure of the records. Requests to correct or delete all or portions of student's records must be initiated by the student to Dr. Braxton.

OceanPointe is permitted to disclose certain basic information about the student without permission from the student, unless the student specifically requests that this information not be disclosed. If you do not wish this information to be released, you must contact the OceanPointe Director within thirty days of signing the enrollment contract. This basic information is called directory information, and this includes the student's name, address, telephone number, date and place of birth, program of study, participation in activities, dates of attendance and diploma awarded, photograph and place of employment.



Certificate of Completion
Awarded to
Samuel Hoffmann
Dental Assistant
17 - April 2020

Certificate of Completion
Awarded to
Alexandra Vazquez
Dental Assistant
17 - April 2020

Certificate of Completion
Awarded to
[Name obscured]
Dental Assistant
17 - April 2020

OPDA of RVA believes that it is imperative to the health and safety of students, the public and the industry, that students understand and adhere to the rules, regulations, policies, procedures and methods of our institution. We require students and its' instructors to achieve and maintain a high level of excellence and professionalism. Honesty is imperative of the school and students. Dishonesty of any nature (including but not limited to cheating, sharing and/or recording answers, and stealing from OPDA of RVA, other students or other affiliates of the school) will be cause for immediate dismissal from the program. Students suspected of dishonest behavior will be brought before Dr. Braxton at a scheduled time and have their case reviewed. At the sole discretion of the Director, an appropriate course of action will be determined, if any. OPDA of RVA will not be responsible to pursue any legal action on behalf other students or affiliates in such instances.

Students are expected to conduct themselves in the professional and polite manner reasonably expected of a dental assistant. Interference with other students' learning will not be tolerated and may result in dismissal from program.

ELECTRONIC DEVICES

No personal audio/visual devices (cellphones, Walkmans, iPods, CD players), with or without headphones are permitted during in person laboratory sessions at any time with the exception of designated breaks. Due to the disruption caused by pagers and cellphones, students are advised to turn them off while on school property.

SMOKING POLICY

OceanPointe is located in a non-smoking professional clinic. There is no smoking in the clinic, especially in the bathrooms. Failure to adhere to the smoking policy is grounds for termination.

BREAK AREA

Students may eat and drink in the designated break area. No food, candy, or drinks are permitted in the classrooms or laboratories.

The use of drugs, alcoholic beverages, vulgar behavior, or use of profanity, hazing, sexual harassment, intimidation, discrimination of any kind, cheating, failure to pay fees, carrying concealed or potentially dangerous weapons, falsifying records, breach of the enrollment contract, in or on the OceanPointe premises are strictly prohibited. Failure to comply are grounds for termination.

Expected Acceptable Standards of Conduct include behavior that:

- ◆ Adheres to highest level of professionalism, honesty and integrity.
- ◆ Is civil, courteous and respectful of all members of the community, their property and the property of the school.
- ◆ Encourages responsibility and prohibits the unlawful use of alcohol, illicit drugs, other substances and weapons etc.
- ◆ Promotes equality, inclusivity and the safety of its members and opposes those acts that harass, intimidate, or haze its members.

Conduct violations will be brought to the attention of the OceanPointe Director, who will, in conference with the student and the instructor, determine whether such violation in fact occurred and the student's continued participation in the program. Students who are found in violation of OceanPointe's Standards of Conduct may be terminated.

OceanPointe takes the issue of sexual harassment very seriously, prohibits and will not tolerate any form thereof. Sexual harassment includes, but is not limited to unwelcome sexual advances, offensive comments or gestures, physical contact of a sexual nature between and/or among students and/or staff or patients. This includes any kind of intimidation or discrimination.

OceanPointe prohibits and will not tolerate any form of hazing by students or staff on or off campus. Hazing can apply to students, student groups and school staff. Hazing includes but is not limited to:

Any action taken, created, or intended, to produce mental or physical discomfort, embarrassment, harassment, or ridicule to a student, staff, or patient will not be tolerated. Such actions may be perpetrated by an individual or groups of individuals.

All violations, allegations or concerns of such behavior should be reported to the OceanPointe Director and will be investigated promptly and handled confidentially. Students or staff involved may be subject to termination.

Students who have a complaint or who would like to appeal a dismissal must request in writing an appointment for a meeting with Dr. Braxton. The written request must include the following information:

- ◆ Student's full name and current address.
- ◆ A statement of the concern including dates, times, instructors and if applicable, other students involved.
- ◆ Date of complaint letter and signature of the student.
- ◆ Three dates in which the student would be available for a meeting with Dr. Braxton. These dates must be within 7 days of filing the complaint.

Dr. Braxton will notify the student in writing of the appointment date in which the concerns or appeal will be addressed. Every effort will be made to bring an amicable closure to the concern. Should it be necessary, a panel of instructors will hear the concerns and will be asked to assist in bringing a resolution to concerns and/or appeals. The student will be notified in writing within three business days of the outcome of the meetings.

A student will not be subject to unfair actions as a result initiating a complaint proceeding. If the student complaint

cannot be resolved after exhausting OPDA of RVA's grievance procedure, the student may file a complaint with the SCHEV at: James Monroe Building 101 North Fourteenth Street Richmond, Virginia 23219. Phone: (804) 225-2600 Fax: (804) 225-2604 TDD: (804) 371-8017 Website: www.schev.edu.

The student agrees and understands:

- ◆ The school does not accept credit for previous education, training, work experience (experiential learning), or CLEP (if applicable).
- ◆ The school does not guarantee or warrant job placement to graduates upon the completion and/or graduation of the program.
- ◆ The school reserves the right to reschedule the program start date when the number of students scheduled is too small.
- ◆ The school will not be responsible for any statement of policy or procedure that does not appear in the school catalog.
- ◆ The school reserves the right to terminate any students' training for unsatisfactory progress, nonpayment of tuition or failure to abide by school rules.
- ◆ The Enrollment Agreement does not constitute a binding agreement until accepted in writing by all parties.
- ◆ The student agrees and confirm that they have access to an internet capable device to successfully complete the online portion of the program.
- ◆ The student agrees and confirm that they are responsible for transportation to and from school, patient clinical site and externship site.
- ◆ The student agrees and confirm that a nonrefundable Registration fee of \$50.00 is accessed and will not be returned to student should they cancel or withdraw from the institution.
- ◆ The student understand that they are responsible for paying the full cost of the textbook titled Modern Dental Assisting / Edition 13, by Doni L. Bird CDA, RDA, RDH, MA, Debbie S. Robinson CDA, MS, Elsevier 2021, ISBN-13: 9780323624855 (\$130) and/or Android tablet (\$90) should they be lost or damaged.
- ◆ Students are expected to be familiar with the information presented in this catalog, as well as any supplement, and with all school policies. By enrolling into OPDA of RVA, students agree to accept and abide by the enrollment agreement, the terms stated in this catalog and all school policies.

**DISCLOSURES
ACKNOWLEDGEMENT
&
AGREEMENT**

I acknowledge that I have received OceanPointe Dental Academy of RVA's catalog and agree with the policies and procedures as stated. I acknowledge that I have received and read a copy of the Enrollment Agreement.

Printed Name of Student _____

Signature of Student _____ Date _____

Printed Name of Parent or Guardian _____ (if Applicable)

Signature of Parent or Guardian _____ (if Applicable)

True and Correct Statement I hereby certify that the statements and information in this catalog are true and correct to the best of my knowledge and belief.

_____ Date _____

Dr. Darchelle Braxton, DMD
School Director



OCEANPOINTE

Dental Academy of RVA

Thank you for taking the time to learn about OceanPointe of RVA. We are proud to offer a 14-week fast-track dental assistant training program enabling students to obtain the skills and knowledge necessary to start employment as a dental assistant. Dentists will recognize the quality of your knowledge, training, and practical experience.

As a graduate of OceanPointe, you'll receive a Dental Assisting Certificate, assistance with interview skills, and job notification alerts with job notification alerts with student support services up to 2 years after graduation with no additional cost to our graduates.

**“GET IN, GET OUT, GET PAID”
TRAINING!**



GRAB YOUR
REWARDING,
RESPECTED
CAREER

CREATE YOUR
OWN
OPPORTUNITY



OCEAN POINTE

Dental Academy of RVA