

Pearl Dental Care Academy

**4980 Barranca Pkwy #203
Irvine, CA 92604**

(949) 551-5805



**4550 Lark Ellen Ave. #104
Covina, CA 91722**

(626) 331-8041

Programs

August, 2008 to December 31, 2009

About the School

Pearl Dental Care Academy is a privately owned postsecondary institution which offers short term vocational training programs.

Dental Assisting

Program Description

The Dental Assisting Program provides “basic training” in dental assisting. The program is designed for students with no prior education or work experience in the field. You will acquire knowledge and skills appropriate to entry level work as an unregistered dental assistant. Topics covered include Pre-clinical procedures, General Clinical Procedures, and Procedures specific to Endodontics, Periodontics, Orthodontics, Prosthodontics and Pediatric Dentistry.

80 Hours in Length – Direct Instruction

Special Disclosures Regarding Dental Assisting Training and Certification

This course does not lead to certification as a Registered Dental Assistant. However you are not required, by law, to be a Registered Dental Assistant to obtain employment as a dental assistant. After you have 1600 hours of work experience you may become eligible to apply to take a test to become a registered dental assistant. To qualify for the test, you will, during the next year, have to successfully complete a Radiation Safety Program approved by COMDA and meet other qualifications as may apply from time to time. See the Committee on Dental Auxiliaries website which is located at <http://www.comda.ca.gov/>. A list of approved radiation safety programs is provided at that site. You are encouraged to obtain this training as it is an essential qualification most dentists seek in a job applicant.

Dental Front Office Assistant

Program Description

In the Dental Front Office Assistant Program you will learn how to set appointments, handle patient charts and records, protect patient privacy, comply with certain legal requirements, write correspondence to patients, understand the nature of dental services performed by a dentist, and learn the fundamentals of dental coding and billing practices.

80 Hours in Length – Direct Instruction

Enrollment Process

To enroll in either course of instruction simply complete and sign an enrollment agreement. Make an appointment to deliver the agreement and pick up your textbook. You will receive a copy of the agreement that has been signed by a school representative, and you will receive a written receipt for payment made at the time of enrollment.

Completion Requirements & Graduation

A graduation certificate, signed by the school director, verifying your successful completion of any given program will be issued to you upon attainment of the completion requirements which follow. Students must complete all study assignments, quizzes, exams and, if applicable, skill demonstrations as required by the prescribed curriculum. Students must achieve a minimum cumulative score of 80% correct in order to satisfactorily complete the program and receive a certificate of completion. Attendance and academic progress will be monitored and recorded. Student records will be maintained by this school for five years from the date of your completion of the program in which you enroll.

Attendance Policy

All students must maintain a minimum of 80% attendance to remain in the program. Students who do not comply with this requirement will be administratively dropped. Refunds, per the refund policy, will be issued.

Drop Out Policy

Students are required to notify the school director, in writing, of their desire to withdraw (drop) from a program of study. Refunds will be issued per the terms of the published refund policy which appears in this catalog and on the student's enrollment agreement.

Grading Policy

Student performance is graded by percentage. Students must achieve a cumulative average passing score of 80% to successfully complete the program and be awarded a certificate of completion. Final grades are issued on a pass/fail basis.

Fee Schedule

Course Name	Total Hours	Registration Fee	Tuition	Texts and Materials	Total Charges
Chair Side Dental Assisting	80	\$100	\$2750	\$100	\$2950
Dental Front Office Assistant	80	\$100	\$2750	\$100	\$2950
RDA Test Preparation Course					

Registration Fee is Non-Refundable

See the refund policy, below, for details.

Textbooks may also be returned for credit if in "like new" condition.

Refund Policy

The student has the right to cancel the enrollment agreement and obtain a refund. You may cancel this agreement and receive a refund by providing a written notice to the School Director at the above address.

Cancellation before the scheduled start date: 90% tuition refund.

Thereafter, pro-rated tuition refunds will be made per the following schedule:

If the student withdraws during the first 8 hours of instruction, 80% of the tuition charge is refunded.

If the student withdraws during the 9th to 16th hour of instruction, 70% of the tuition charge is refunded.

If the student withdraws during the 17th to 24th hour of instruction, 60% of the tuition charge is refunded.

If the student withdraws during the 25th to 32nd hour of instruction, 50% of the tuition charge is refunded.

If the student withdraws during the 33rd to 40th hour of instruction, 40% of the tuition charge is refunded.

Thereafter, no refunds are due.

Instructors

Dr. Ismail Elsherif
Assistant Professor, Loma Linda University
Practicing Dentist, 30 Years

Vivian Ceballos, CDA, RDA
Dental Assisting Instructor, RDA Test Preparation Course Instructor
30 Years Experience in Clinical / Teaching Dental Assisting

Eiman Elawady
Front Office Instructor
8 Years Experience as Office Manager