*Wyoming Professional Training, L.L.C.*

*805 4-J Road Suite A*

*Gillette, Wyoming 82716*

*360-286-6114 PH*

oralhealthsos@inflatrix.com

www.wyprofessionaltraining.com

Student Handbook

And

Course/Program Bulletin

Dental Assisting

Gillette Wyoming Campus

Owner and Director: Mark Thoreson D.D.S.

Class Start Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time: 8:00am-5:00pm

Welcome to: ***The Wyoming Professional Training L.L.C.*** We look forward to sharing with you our knowledge and experience in the dental field. We are here to help you through this process and beyond. This handbook will serve as a guide for you during your time here. Although we have tried to include everything in it, if you have any questions or concerns, please do not hesitate to ask. Good luck! We wish you nothing but the best in your journey!

**DENTAL ASSISTING COURSE**

OUR MISSION

Is to provide our students with a basic understanding of the field of dentistry and help them obtain the skills necessary to have a successful and rewarding career.

The ***Dental Assisting Course*** offered here is a thirteen-week program consisting of 96 hours of instruction and practical training (12 weeks). In addition to that, each student will do a 40-hour internship, totaling 136 hours of instruction (13 weeks total).

***Goal and Objective:*** To prepare each student for a career in the field of dentistry. This course schedule is designed to meet that vocational goal and objectives. Each week the student will receive 4 hours of lecture and video instruction with approximately 4 hours of clinical or hands on instruction. Homework is provided with an average of 3 hours per week. There is a one hour scheduled lunch each day.

***Internship:*** Is designed to give students additional hands-on training that they wouldn’t get in a classroom setting. They will develop practical skills and become familiar and comfortable working with and around patients. The internship office and dentist will ensure that each student get the required 40 hours’ worth of training. DCI does not provide internships for its students. Internship is the responsibility of the individual student. Students have a 12 month or one year time period to finish their internship after their last day of school. Failure to complete their internship within the 12-month time frame will result in a Failure of the course.

The students will work directly under the supervision of a licensed dentist and their staff. This will give the students valuable experience while assisting the doctor chairside and being directly involved with sterilization and front office. Internship activities will include Sterilization, tray set ups, Autoclave, proper handling of dental instruments, assisting the doctor during procedures, answering the phone, accounts receivable, making appointments, etc. The doctor will ensure that the required 40 hours is completed with a pass/fail grade. Students must receive a “pass” grade on their internship in order to graduate from the program.

***Criteria for Graduation***

Students must pass two written exams, the Mid-Term and the Final, weekly quizzes, weekly competency work and the Internship as listed above to graduate.

Each student must receive a score of 80% or higher on each of the Mid-Term and Final Exams to Pass this course. Scores of 79% or lower on Mid-Term or Final Exams will result in failure of this course. Weekly quizzes from the workbook and in the lab will be graded and will count 10% of the overall grade for the class. Competency work will be evaluated weekly on a pass/fail basis. In the event that a student should fail a practical lab they will have the once chance to retake and pass. There is no retake on the Practical Final Exam which is given week 12. Student’s must complete 40 hours of internship and receive an evaluation of Pass to pass either course. An evaluation of failure from the internship requirement will result in failure of either course as well. **Upon graduation students will be awarded a certificate of completion to denote their achievement**. The grading is as follows: Midterm and Final Exam=80%, Practical=10%, Weekly quizzes=10%.

Student’s progress will be evaluated by weekly quizzes with questions coming from the homework, and evaluation of competency labs. Students will receive a Progress Report every two weeks, which will include current status of Pass or Fail and course of action to improve in the case of failure. If the student has not made satisfactory progress by the next progress report (two weeks) then they will receive a notification to be dropped from that course session and allowed to retake the course starting at the next session. Failure to attend the next session will result in an automatic F for the course. **In the event that a student should fail the Mid-Term exam they will have one chance to retake it. All retakes must be taken within two weeks of failed exam or competency and retake scores are used to determine pass or fail. Final exam and Practical exam cannot be retaken in the event of failure.**

***Each student must receive/attend***

\*Weekly Quizzes/Lab work 80% or higher (cumulative)

\*Mid-Term Exam (written) 80% or higher (one re-take)

\*Final Exam (written) 80% or higher (no re-take)

\*Practical Exam 80% or higher (no re-take)

\*Internship Pass/Fail

\*Attendance 96 hours Lecture with Lab/40-hour internship

**Admissions Policy** is as follows: Applicants must either be a high school graduate or have an equivalency certificate, to be admitted into either course. Applicants will have an interview with the program Director prior to acceptance. Applicants must pay a $100.00 application fee upon application. Classes size is limited to 10 students per session; therefore, students will be admitted on a first come first serve basis. To Apply: Applicants can obtain an application form from Mark Thoreson, 805 4-J Road, Suite A, Gillette, Wyoming, 82716, or from our web site, www.wyprofessionaltraining.com. Applications must be submitted with $100.00 application fee to the address above, no later than 3 days before the start of the next class. If submitted less than 3 days prior to the start of the session and there is sufficient room to allow the student in, the student will be admitted. If class size is full, then the student will be allowed to start the next session.

The **Standard and Grading** for student achievement is as follows: Passing scores or evaluations are 80% and higher. Failing scores or evaluations are 79% and less. Mid-term and Final written exams, as well as Competencies and Internship must each receive a Pass for graduation. Quizzes are scored weekly and cumulatively count for 10% of the overall grade. Students must pass the Practical Exam with a score of 80% or better to pass the course.

**TUITION AND FEES**

The **Tuition, Fees and Supplies** for the Dental Assisting course are $4,750.00, which includes:

1. **Instructional Materials-$300.00**
2. Dental Assisting Textbook with Workbook
3. Additional printed information/Handouts
4. **Uniform and Safety Equipment-$175.00**
5. Scrubs
6. Safety Glasses
7. Name Tag
8. **Dental Supplies and Materials used for instruction and practice-$400.00**
9. **Tuition-$3,775.00**
10. CPR Class
11. **Application Fee-$100.00**

**Method of Payment: Students will be dropped from the course if payments are not made accordingly. All major credit cards are accepted. A payment agreement will be a part of the enrollment agreement before a student begins this course.**

**Checks payable to Wyoming Professional Training LLC**

**Payment arrangements will be made on an individual basis, please contact Dr Thoreson. Basic options are:1) Payment in full by check or credit card or cash. 2) Down payment of $1000 and 2 more payments of $1875 on or before weeks 4 and 8. 3) Half down and half on or before week 7. 4) Down Payment of $1000 and 10 weekly payments of $375.**

**We want to offer as much flexibility as possible to help students move forward! There are options with outside companies that are very successful.**

**CANCELLATION AND REFUND POLICY**

Rejection: If for any reason an applicant is rejected by the school, they are entitled to a full refund of all monies.

**Refund Policy:** Students must give written notice of cancellation including name, date and reason for cancellation to: Mark Thoreson Owner/Director; 805 4-J Road, Suite A, Gillette, Wyoming, 82716

When a notice of cancellation is given within 3 days after the date that enrollment agreement is signed (not including Saturdays, Sundays or Holidays) $1000.00 down payment shall be refunded to the student. When notice of cancellation is given after the 3rd day (not including Saturdays, Sundays or Holidays) following enrollment but prior to the close of business on the student’s first day of class attendance, the school may retain no more than the application-registration fee which may not exceed $125.00, plus the cost of uniforms (only if enrolled in the Dental Assisting course) which is not to exceed $125.00. When notice of cancellation is given after the student’s completion of the first day of class attendance, the school may retain the application-registration fee, plus the cost of any books or materials, and cost of the uniform which have been provided by the school.

***Refund Policy: Refunds will be given according to the following schedule:***

10% complete---90% refund

 20% complete— 80% refund

30% complete—70% refund

40% complete—50% refund

50% complete—40% refund

51% or more complete—no refund is given

Due to the personal protective equipment issued on the first day, at no time shall the Uniform and Safety Equipment fee of $125 be refunded.

**Termination or Withdrawal**: Any student may withdraw in person or in writing. Withdrawal from the program should be directed to Mark Thoreson, Owner/Director. Withdrawal date will be the date the letter is received in the Director’s office. Students who discontinue training for any reason are requested to have an exit interview with the Director. Exit interviews are not mandatory but recommended.

**Dental Assisting Course Calendar**: Each course session is a twelve (12) week course, or 96 hours of instruction followed by a one week, 40-hour internship. Instruction given weeks 1-6 with a mid-term exam given on week 7. Instruction given weeks 7-12 with a final and practical exam given on week 12, followed by one week (40 hours) of internship. There are three course sessions a year, February, May, and August.

**Absence and tardiness policy: Class is from 8am to 5pm on Saturdays with a one hour scheduled lunch each day.** Students must make up any missed class time the following week. If a student misses two or more class days, meaning 16 hours of instruction time, the student will automatically be withdrawn from the class. The student can choose to finish the program the following session or the student can be issued a refund based on the criteria of the of the refund policy. Half-days count as 4 hours. Tardiness will not be tolerated for the respect of all students. If a student is later than 15 minutes the student must contact the director immediately. Exceptions will be given only to severe illness or death in the family. If a student fails and is removed from that session or has gotten ill and can’t continue with the remainder of the session, they will be allowed to attend the next session of class at no charge, presuming the current session is paid in full.

**Rules of Conduct and Appearance:** Classes begin promptly at 8:00am each Saturday and run until 5pm. If you are running late, you must call the instructor to let them know your approximate time of arrival. Students must wear uniform or scrubs and clean white tennis shoes and socks during class instruction. Students must wear safety equipment (safety glasses, gloves and masks) during all lab and operatory instructions. Students must not eat, drink smoke or chew gum during class instruction. Students must not be disruptive during class time or interfere with the instruction of other students. Failure to follow these requirements for conduct and appearance are grounds for dismissal. Students caught cheating on exams will NOT graduate this course and receive a grade of F on the final. Cheating of any kind will not be tolerated.

**Student Services:** Upon satisfying the requirements, students will receive a certificate of completion, a transcript and a letter of recommendation. Students can obtain additional copies of certificates, transcripts or letters for $10.00 each. Students must make a written request including their name, the address where the documents should be sent, which documents and quantity with an enclosed check for the appropriate amount. The request must be addressed and checks payable to:

Wyoming Professional Training, LLC, 805 4-J Road, Suite A, Gillette, Wyoming, 82716

**Grievances:** If a student has an incident related to treatment received or an objection about their education, they must submit that in writing to the instructor within three days from the day of the incident. The instructor will then answer that appeal with in three days of receiving that letter. If the student is not satisfied with the instructor’s decision, the student has the right to appeal to the Director. The Director has five days to resolve the situation with the student. This procedure must be done by the student only. No petition by more than one student or group of students will be considered as an official appeal. Students not satisfied with The Dental Career Institute’s grievance policy may pursue further resolution of complaints through the following agency.

Wyoming Department of Education

122 W. 25th St., Ste. E200, Cheyenne, WY 82002

<http://edu.wyoming.gov/>

**Physical Description of School Facilities:** All classes are taught in a modern state of the art dental office complete with 1 operatory, 2 restrooms, a sterilization area, business office and reception area. Classes (lecture) will be held in the lounge area or the reception area of the office and lab will be held in the back office, laboratory or operatory. Equipment available for use: A working chair, rheostat, overhead light, computer, water unit and supplies. A working and certified Xray head. Xray sensors, imaging unit and intraoral equipment for placement of sensors. Laboratory equipment for creating of models from impressions made in class.

**Transferability of Credits:** The Wyoming Professional Training L.L.C. does not accept transfer of credits from another institution nor can credits be transferred from Wyoming Professional Training L.L.C to another institution.

**Number of students:** The number of students for any given course may range from 4 to 8. Course sessions must have at least 4 enrolled students for the course to be held.

**Nondiscrimination Policy Statement:** Wyoming Professional Training L.L.C. is committed to equal opportunity for education for all persons regardless of race, color, sex, age, national origin, citizenship status (as defined under the Immigration Reform and Control Act), disability, or veteran’s status.

**Staff:**

**Mark G Thoreson, DDS is a graduate of the University of Minnesota School of Dentistry.**

**He owned and operated a solo general Dental practice for nearly a decade.**

**He has taught Dental Assisting privately in the past, training more than 100 people in Oregon to enter the Dental profession as Dental Assistants. He has also taught at Lane Community College in Eugene, Oregon, in Human Anatomy and Physiology to students in Dental Hygiene, Registered Nursing, Emergency Medical Technician and Respiratory Therapy programs. He mentored and advised those and other students toward their careers. Dr Thoreson also provides Health Careers presentations to Middle and High Schools across the Country.**

**Main Campus Location**:

Wyoming Professional Training L.L.C.

 805 4-J Road, Suite A

Gillette, Wyoming, 82716

***Updated: 12-05-22***