



A LETTER FROM THE PRESIDENT

Dear Prospective Student, We have seen many dental assistants who were you not so long ago. 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,

SATWINDER GREWAL, RDAEF2.

OWNERSHIP & STAFF

SATWINDER GREWAL , RDAEF 2 OWNER / SCHOOL DIRECTOR / ADMISSIONS / INSTRUCTOR

Satwinder Grewal has been in the dental field for over 25 years. She is a very highly trained registered dental assistant in extended functions (RDAEF2). A commitment she takes seriously to help patients maintain their dental health. Patients appreciate her gentle and caring personality. Sat also enjoys cooking, traveling, road trips and photographing her adventures. She loves spending time with her husband, sons, and dog.



General Information

Welcome to Lincoln Dental assisting Academy. We are a practice-based school designed to prepare our students for an exciting career as a dental assistant. Our clinical training with all the hands-on portions taught in modern dental facilities 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 online and hands-on classes are affordable and are 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, Lincoln Dental assisting Academy's Program is the right program for you. A highly skilled dental assistant is a vital member of the dental healthcare team. They are an important component of providing not just good, but great patient care. It is very difficult for a dentist to find a quality dental assistant. Market demand for competent dental assistants and receptionists are at an all-time high. But the high cost, time requirements, and inconvenience adult students face at competing schools, led us to our 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.

The Dental Assisting Program is committed to:

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

MISSION STATEMENT

Lincoln Dental Assistant Academy offers a non-accredited dental assisting program. Dental assistants have many tasks, ranging from patient care and taking x-rays to recordkeeping and scheduling appointments. Their duties vary by state and by the dentists' offices where they work. Dental assistants in Georgia, under the supervision of a licensed dentist, perform basic supportive dental procedures specified by the state dental practice act: Most dental assisting programs are offered by community colleges, take about one year to complete, and lead to a certificate or diploma. Programs offered by private vocational schools are shorter (two to three months) and less comprehensive than those offered by community colleges. Programs that last two years, also offered in community colleges, are less common and lead to an associate's degree.

Dental assistants who do not have formal education in dental assisting may learn their duties through on-the-job training. A dental assistant or dentist in the office teaches the new assistant dental terminology, the names of the instruments, how to complete daily tasks, how to interact with patients, and other activities necessary to help keep the dental office running smoothly

About this field of work:

Our student's safety is our number one priority. We make every reasonable effort to prevent injury or illness. However, it is our students responsibility to provide their own health and/or

accident insurance. 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. Dental assistants perform many tasks ranging from working chair side for dentists, as well as providing assistance in patient care, the general office and the laboratory. In addition to handing instruments to the dentists during procedures, Dental Assistants: Job opportunities in the field of dental assisting are expected to grow much faster than the average for all occupations through 2026 according to the U.S. Department of Labor. 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 the public and should present themselves for work each day accordingly.



Course Description:

Tuition \$ 2500 (Dental Assisting Certificate)

CPR \$ 65.00

Radiation Safety Course (X-Ray License) \$ 625.00

Lincoln Dental Assisting Academy 10-week Dental Assisting Program comprises of 181 total course clock hours:

50 hours for hands on training and class work
32 hours for X Ray certification
4 hours for CPR
15 hours of shadowing
40 hours of externship
40 hours of homework.

Objective, Goals and Outcomes:

Assists the dentist during a variety of treatment procedures.

Record patients' medical history, take blood pressure and pulse.

Serve as an infection control officer, developing infection control protocol and 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 such 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).

Helps to provide direct patient care in all dental specialties, including, pediatric dentistry, periodontics and oral surgery.

Type of award:

A CERTIFICATE IN DENTAL ASSISTING IS AWARDED AFTER THE DENTAL ASSISTING PROGRAM HAS BEEN COMPLETED, all hours in the program are completed and tuition is paid in full.

Human Dentition, Head & Neck Anatomy, Dental Charting

Students will learn the form and structures of the human natural teeth in the dental arch. Topics also include the method of identifying teeth by reviewing using the Universal Numbering System for permanent and primary teeth. Tooth identification by name, number and letter;

Review Oral Anatomy, including structures and tooth surfaces. Introduction to tooth nomenclature, dental anatomy and “landmark teeth.” Students will learn the basic anatomy and physiology of the human skull. They will learn in more detail about the human dentition, tissues surrounding the teeth and head, as well as the anatomy of the neck. Topics include the cranium and bones of the face, the Temporomandibular Joint (TMJ) and muscles of mastication. Students will learn about the tissues supporting the human teeth including the alveolar process, the periodontal ligament and the gingiva (gums) which are collectively known as the periodontium. The students are taught and asked to prepare a dental chart using appropriate symbols and abbreviations using hand charts and in Dentrix Patient Management Software. Students will learn how to document the present dental conditions of the patient and the dental services to be rendered. This serves as a legal record of the patient. The student will demonstrate proficiency in patient positioning and dental lighting.

Four Handed Dentistry:

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 patient’s cheeks, tongue or other oral structures). Local Anesthesia – the anatomical locations for each injection type (including mandibular blocks, infiltration, long buccal, gox 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 needle into syringe. Anesthetic syringes and local anesthesia; transfer to the dentist, needle-stick prevention and proper sharps waste disposal. 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 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 for mentioned quadrant. Practice using the TRANSFER ZONE exclusively. Practice in the use of cotton rolls to isolate various areas, if a Dental Dam is not being used, dental handpieces, and bur types explained and demonstrated. Handpiece maintenance will be reviewed again as an adjunct to DA 101, including oiling, how to use the assisting equipment, chuck evaluation and how to sterilize handpieces for safety and cleanliness. Students will have the opportunity to learn about preventive dentistry and the role of the dental assistant. They will learn that preventive dental care requires effective patient education, correct assessment and use of fluorides, a plaque control program and nutritional considerations. Students will also have the opportunity to learn about types of toothbrushes and brushing techniques along with procedures for assisting patients with dental floss, mouth rinses, oral irrigation devices and proper cleaning of dentures. 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)

Dental Radiology:

Students will learn basic x-ray techniques. They will also learn how to take a full mouth series of x-rays. Students will be required to take x-rays, develop and mount radiographs. Students will also learn about Bitewing x-rays: how to position the patient, how to position the film, using digital film for each group of teeth needed for Bitewing x-rays, 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 bisecting technique using Rinn holders, paralleling technique without holders (as needed), proper mounting of individual, Bitewing and complete series, tooth identification landmarks, upper versus lower, right versus left. FMX (full mouth x-ray) - 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 fellow students. Periapical x-ray – 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. DENTAL RADIOLOGY 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 orthodontists use this x-ray. All students who pass the written didactic examination will be allowed to begin the laboratory instruction. Students are thoroughly prepared for the State and DANB National Radiation Health and Safety (RHS) Exam which is a requirement for graduation.

Crown and Bridge:

Why are they needed, the materials crowns are made out of, how to set up operator 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 dentists 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 and 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).

The students will learn the different types of fixed prosthodontics restorations. Removable Prosthodontics (RPD) replaces missing teeth. The students will learn the component parts of both the partial and complete RPD's and the various steps necessary to take during replacement appointments with patients. Students will learn the procedure performed if the pulp of a primary or newly erupted permanent tooth has been exposed. Students are taught to set up trays for the pulpotomy and stainless crown placement procedure. A clinical video of crown preparation is shown during this session. Review of Shade Guides and how to use them.

Dental Materials and Models:

Theory, chemistry, selection, and techniques of the preparation, placement, and finishing of these restorations will be discussed, along with proper mixing, isolation, bonding, curing, and adjustments needed after placement. Curing light types, curing light safety, hygiene, and proper cooling of the target area. Fillings - various types of fillings including amalgam, composite, and glass ionomer filling materials; how to assist the dentist during a filling; Preparation with high-speed headpiece, slow speed headpiece, air abrasion, and water laser. What needs to be included in the procedure tray for dental fillings, what each item is used for and why it is needed.

Review of instruments used in filling preparation and restoration, how to mix glass ionomer or liner, how to triturate glass ionomer or amalgam, load and unload the composite gun, use curing light and how to assist while dentist adjusts patient bite; The dental assistant will learn how to discharge a patient properly, including offering mouth rinse, post-operative instructions and handoff to the front administrator. Alginate impression of lower arch only, review different types of alginate, review how to flavor, use colorized version, the ratio of powder to water, how to mix, load tray, how to place the tray in the patient's mouth, review how long to wait for alginate to set up, how to remove set up alginate from patients mouth (upper and lower arch). The student will learn about the many types of cements, including permanent cement (e.g. Zinc phosphate cement) and temporary cements (e.g. Rely X, Duralon, Variolink), Tempbond with and without eugenol); How to mix IRM, how to mix glass ionomer cements, how to mix resin cements;

Model pouring and trimming – How to mix yellow stone, what ratio of stone to water, how to mix, use vibrator; how to get proper pour with minimum bubbles, how long for stone to set, remove setup stone from alginate, 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).



Externship Requirements:

The externship is designed to expose the trained students, once they have completed the initial lecture, laboratory, clinical and final examination components of the program. The student will be assigned to a 2-week rotation in a dental practice. Travel will be required to externship sites.

This course requires a final evaluation and timecards (provided) and further prepares students for employment as a dental assistant. The externship schedule will be:

- Five hours per day, four days per week for two weeks during weekday office hours* for a total of 40 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.
- The maximum number of students at any one site is 8.
- Evaluation of externs with verbal critique by the work 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 coordinator 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

Special Program Notes:

Immunizations are both required for completing the course and are NOT included in the course tuition, but they will be needed prior to employment. Students should contact the local health department to obtain pertinent vaccinations including but not limited to Hepatitis B and Tetanus vaccinations.

Facilities and Equipment:

The school has 5 treatment rooms and they will be used for hands-on training. The whole dental facility is available for the school , including a lab room , sterilization area .

Admission Requirements:

To be eligible for enrollment, all applicants must meet the following criteria:

1. Initial interview with at least one member of the board
2. Proof of high school diploma, certificate of high school equivalency, or completion of secondary education in a home school setting that complies with all state law
3. Official educational transcripts
4. Must be 18 years of age, or 17 years of age with parental or guardian consent

Vaccination Requirements:

Students are required to complete vaccinations before being allowed to participate in hands-on training.

1. Hepatitis B Series: Indicate date of series completion or scheduled injections, submit a titer which indicates protection, or submit a waiver explaining why the student will not be receiving the Hepatitis B Series. Students must have two of the three Hep B vaccinations completed, before being admitted into the clinical setting.
2. Tetanus/Diphtheria (Tdap): Must have occurred within the last 8 years and must include confirmation of vaccination date. If a student is declining, a waiver must be submitted explaining why they will not be receiving the Tdap vaccination.
3. TB skin test (Mantoux, PPD test): Verified negative or provide negative chest X-ray report.
4. PLEASE NOTE: LDAA will not be interpreting these results. The student must submit reports stating that they are protected (serologically immune), before admittance into hands-on training. If the student does not complete these vaccination requirements prior to starting hands-on training, the student must sign declination forms indicating the status of their vaccinations is unknown. Under these circumstances Lincoln Dental Assisting Academy is not held liable for any diseases or viruses the student may encounter.

Orientation:

An orientation program is scheduled for each incoming class.

The purpose of this program is to finalize any requirements of applying for financial assistance, if necessary; acquaint the student with the rules and regulations of the school, and to issue appropriate class assignments.

Students will be notified, in writing, of the orientation date.

Failure to attend the orientation program may result in rescheduling of the starting date.

Students are expected to fulfill their initial financial obligations at this time.

Orientation shall be conducted on the first day of class.

Students will be acquainted with the following:

- Instructors
- Facilities
- Syllabus
- Grading System
- Internship Requirements
- Graduation Requirements
- Attendance Policy

- Rules and Regulations
- School Policies and Procedures
- Dress Code/Conduct
- Parking

Receipt of Catalog and Enrollment Agreement:

I acknowledge that I have received the Dental Assisting Program 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)

Date _____

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.

School Director _____

Date _____

Thank you for taking the time to learn about Lincoln Dental Assisting Academy We are proud to offer a 10 week fast-track dental assistant training program enabling you to obtain the skills and knowledge necessary to start employment with “experience learned”. Dentists will recognize the quality of your knowledge, training, and practical experience. As a graduate of LDAA you’ll receive a Dental Assisting Certificate, assistance with interview skills, and job placement with continued support after graduation with no additional cost to our graduates.

“GET IN, GET OUT, GET PAID” TRAINING!

This Lincoln Dental Assisting Academy campus is exempt from state licensure.

Lincoln Dental Assisting Academy has the right to refuse service anyone!