

Accelerated Assisting

PROGRAM CATALOG · 2027

Dental Assisting *Program*

Twelve weeks of hands-on training inside working dental offices, followed by an 80-hour externship. Everything you need to know before you enroll, in one place.

12 weeks
of evening classes, two sessions a week

152
clock hours, including an 80-hour externship

12 : 1
maximum students per instructor

$5,900
total program cost

Catalog effective January 1 – December 31, 2027 · (971) 361-4710 · Admissions@AcceleratedAssisting.com

START HERE

The program at a glance

Accelerated Assisting trains dental assistants in the place they will work: a real dental office. You learn chairside skills in person, study online between classes, and finish with an externship in a practice.

LENGTH

12 weeks

24 class sessions of about 3 hours, two per week

CLOCK HOURS

152

72 in-person lecture and lab hours plus an 80-hour externship

TOTAL COST

$5,900

$500 due at enrollment. Itemized on page 12.

CREDENTIAL

Certificate

Certificate of Completion in Dental Assisting Proficiency

CLASS SIZE

12 : 1

Maximum students per instructor

OVERSIGHT

HECC

Licensed by Oregon's Higher Education Coordinating Commission. Not accredited.

Your path, from application to certificate

Apply
Rolling admission, all year

Enroll
Sign the agreement and pay $500 to hold your seat

12 weeks of class
72 in-person hours plus online lessons

Final practical exam
Pass with 70% or higher

Externship
80 hours in an approved dental practice

Certificate
Certificate of Completion in Dental Assisting Proficiency

What a week looks like

Example for a Monday and Wednesday class (Gresham and Hillsboro). Salem classes are planned for Tuesday and Thursday. Online work averages about 4 hours a week and is done on your own schedule.

MON	TUE	WED	THU	FRI	SAT	SUN
Class about 3 hours, in person	Online lessons and homework	**Class** about 3 hours, in person	Online lessons and homework			

Questions? Call or text admissions at (971) 361-4710, or email Admissions@AcceleratedAssisting.com. The admissions office is open Monday through Friday, 9 AM to 4 PM.



LEARN BY DOING

Every skill is practiced by hand, in a working dental office.

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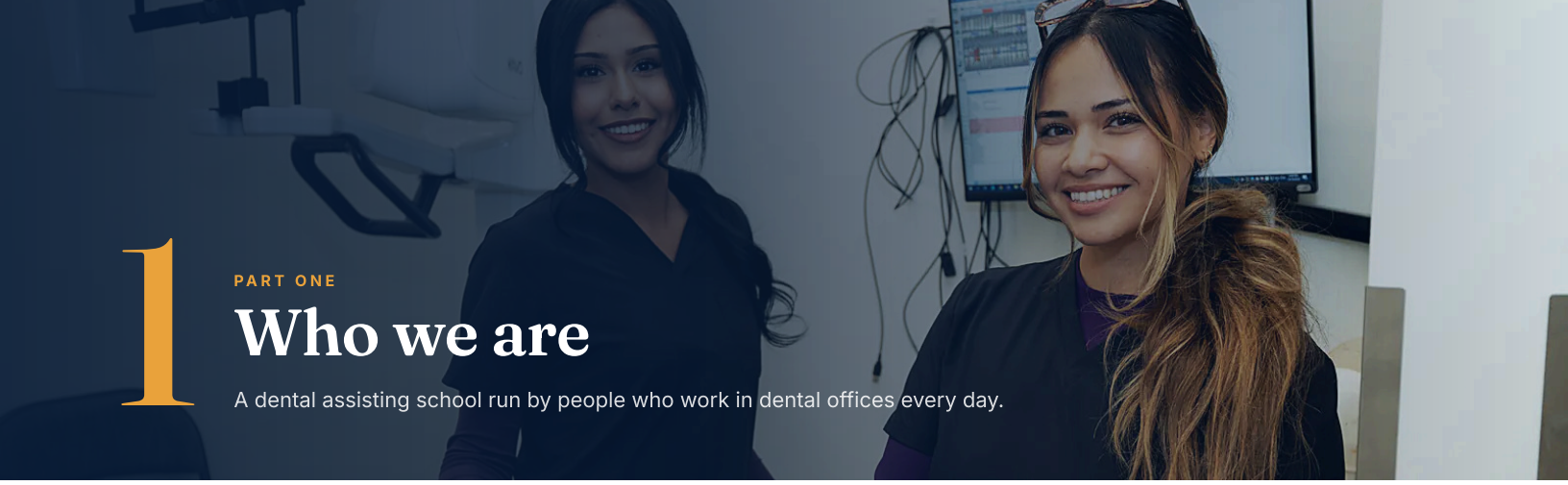
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PART ONE

1 Who we are

A dental assisting school run by people who work in dental offices every day.

A NOTE FROM OUR FOUNDERS

Most people who walk into our classroom are changing something: a first career, a second one, or a job that wasn't going anywhere. We built this program so that change could happen in about three months, at a cost you can plan around, and without walking away from the rest of your life.

You'll train in working dental offices, next to people who do this job every day, and you'll leave knowing what a real chairside shift feels like. If you're unsure whether you're ready, come talk to us. Doubt is normal. It shouldn't be the reason you don't start.

Dr. Ryan Smith, DDS, and Garrett Greer, Owners

OWNERSHIP AND ADMINISTRATION

RS — Dr. Ryan Smith, DDS
Owner and Program Director. Co-owns Smith Dental with his father, Dr. John Smith.

GG — Garrett Greer
Owner and Admissions Director

INSTRUCTORS

CR — Courtney Rae
Registered Dental Hygienist; Instructor, Hillsboro

MG — Michele Guiberson
Expanded Functions Dental Assistant; Instructor

MW — Malisa Woolstenhulme Calderon
Instructor

SC — Sara Cartales
Dental Assistant; Instructor. Completed this program in 2023.

Our mission

We want every student who completes the program to leave knowledgeable and confident enough to be among the best dental assistants in Oregon. We keep training affordable and short so students can start working with little or no debt.

What we believe

One standard. Every class should get the same high standard of training, at every location.

Results count. We measure ourselves by how many students finish the program and go to work.

Lead by example. Good oral health starts with personal responsibility, and we teach students to model it for patients.

Licensing and accreditation. Our dental assisting program is **not accredited**. Each licensed Accelerated Assisting location is approved and regulated by the Oregon Higher Education Coordinating Commission (HECC), Office of Private Career Schools, 3225 25th Street SE, Salem, OR 97302, phone 503-947-5716. The curriculum draws on dental assisting standards from California, New York, Texas and Virginia.

Where you'll learn

Classes are held inside functioning dental practices, so you train among treatment rooms, lab areas and radiography equipment that patients actually use.



Gresham

445 W Powell Blvd, Gresham, OR 97030
Classes Monday and Wednesday evenings

Hillsboro

425 SE Baseline St, Hillsboro, OR 97123
Classes Monday and Wednesday evenings

Salem COMING SOON

128 Friendship Ave SE, Salem, OR 97302
Classes planned Tuesday and Thursday evenings

The Salem campus opens once HECC approves its change of address. Until then, Salem dates in this catalog are planned dates.

Small classes, by design. We never place more than 12 students with one instructor, and enrollment is capped each term. Small groups mean more individual coaching and more time with your hands on the instruments.

Inside every location

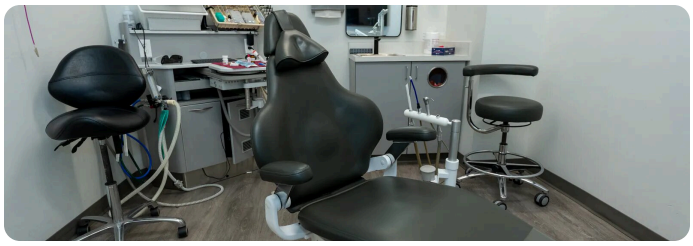
Operatories
Several dental operatories at each location.

Imaging
Digital radiography and panoramic imaging.

Sterilization
A sterilization area with autoclaves.

Dental lab
A lab, plus mannequins and simulation equipment for practice before patient contact.







PART TWO

2 What you'll learn

Chairside skills, radiography, infection control and the front-office basics that keep a practice running.

PROGRAM GOALS: THE PROGRAM PREPARES YOU TO

Assist chairside

Assist the dentist through a wide range of treatment procedures.

Take x-rays

Take and develop dental radiographs (x-rays).

Control infection

Act as an infection control officer: set infection control protocols and prepare and sterilize instruments and equipment.

Communicate

Handle communication with patients and suppliers, such as scheduling, phones, billing and ordering supplies.

How the hours add up

72	80
in-person lecture and lab	externship in a dental practice

152 program clock hours

+ 48 hours of online lessons and homework. Required coursework, but not counted as clock hours. Including them, the program totals 200 hours of work.

How teaching works

All lectures and labs happen in person. Each session runs about three hours, two days a week, for 12 weeks (24 sessions). Daytime classes are not currently offered on a regular basis.

Textbook and materials

The core text is *Modern Dental Assisting*, 13th edition, by Doni L. Bird and Debbie S. Robinson (Elsevier, 2021), provided in digital form. Equipment and supplies are for use at the school only.

The credential you earn

A Certificate of Completion in Dental Assisting Proficiency, awarded when you have completed the program and the externship, hold an overall grade of 70% or higher, and are paid in full or current on all financial obligations. See Part 8.

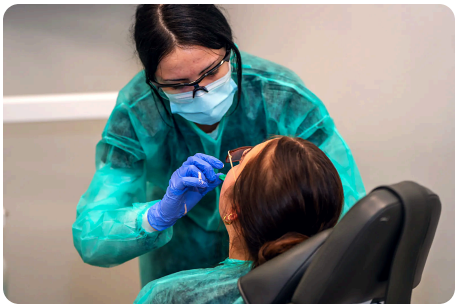
COURSE OUTLINE

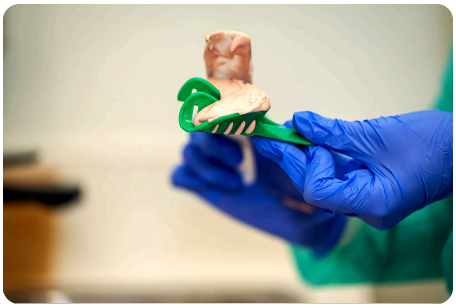
Twelve courses, one each week

WEEK	COURSE	TITLE	IN-PERSON HRS	EXTERNSHIP HRS	ONLINE & HOMEWORK*
1	DA 101	Orientation and Introduction to the Dental Assistant Profession	6	–	4
2	DA 102	Sterilization, Infection Control and Maintenance	6	–	4
3	DA 103	Dental Anatomy and Physiology / Dentition	6	–	4
4	DA 104	Dental Charting and Dentrix	6	–	4
5	DA 105	Dental Instruments and Equipment	6	–	4
6	DA 106	Dental X-Rays (including CBCT and Panoramic)	6	–	4
7	DA 107	Vital Signs, Anesthesia and CPR Training	6	–	4
8	DA 108	Impressions and Introduction to CEREC and CAD/CAM	6	–	4
9	DA 109	Dental Materials	6	–	4
10	DA 110	Practical: Restorative and Crown	6	–	4
11	DA 111	Practical: Extractions	6	–	4
12	DA 112	Practical: Permanent Crown, Oral Pathology; Final Practical Exam (date announced)	6	–	4
+	EXT 101	Externship (after the 12 weeks of class)	–	80	–
		Program clock hours: 72 + 80 = 152	**72**	**80**	**48**

*Online lessons and homework (48 hours) are required coursework but are not clock hours. Including them, the program totals 200 hours of work.







WEEKS 1–4 Foundations

WEEK 1 · DA 101 · 6 IN-PERSON HRS · 4 ONLINE HRS

Orientation and Introduction to the Dental Assistant Profession

What the profession looks like and where the assistant fits: the dental office and its equipment, dental specialties, terminology, common instruments, equipment setup and safety, and what professionalism and teamwork mean in practice. Also covers patient confidentiality, HIPAA and related regulations.

WEEK 2 · DA 102 · 6 IN-PERSON HRS · 4 ONLINE HRS

Sterilization, Infection Control and Maintenance

How a dental team keeps patients and staff safe: hand hygiene, personal protective equipment, disinfection and sterilization, ultrasonic cleaners and autoclaves, instrument and handpiece processing, OSHA standards, Safety Data Sheets, asepsis and preventing cross-contamination.

WEEK 3 · DA 103 · 6 IN-PERSON HRS · 4 ONLINE HRS

Dental Anatomy and Physiology / Dentition

The teeth and the structures around them. Tooth form and surfaces, naming and numbering permanent and primary teeth with the Universal system, the skull and facial bones, the temporomandibular joint, muscles of chewing, the head and neck, and the periodontium.

WEEK 4 · DA 104 · 6 IN-PERSON HRS · 4 ONLINE HRS

Dental Charting and Dentrix

Recording what the dentist sees, on paper and in Dentrix practice software: charting symbols and abbreviations, existing and planned treatment, procedure codes, clinical notes and periodontal charting, with an introduction to scheduling, insurance terms and how the front office and clinical team work together.

WEEKS 5–9 Clinical skills

WEEK 5 · DA 105 · 6 IN-PERSON HRS · 4 ONLINE HRS

Dental Instruments and Equipment

Working as the dentist's second pair of hands. Operatory setup and breakdown, tray and tub preparation, instrument identification and transfer, high- and low-volume suction, isolation and retraction, patient and operator positioning, handpieces and burs, and basic troubleshooting.

WEEK 6 · DA 106 · 6 IN-PERSON HRS · 4 ONLINE HRS

Dental X-Rays (including CBCT and Panoramic)

Taking diagnostic radiographs safely: radiation and infection control, positioning devices with film and digital sensors, paralleling and bisecting techniques, full-mouth series, bitewings and periapicals, judging image quality, and an introduction to panoramic, cephalometric and CBCT imaging.

WEEK 7 · DA 107 · 6 IN-PERSON HRS · 4 ONLINE HRS

Vital Signs, Anesthesia and CPR Training

Patient care basics: taking vital signs and earning Basic Life Support (CPR) certification. Assisting with local anesthesia, safe syringe handling and sharps disposal, and an introduction to nitrous oxide and the state rules that govern it.

WEEK 8 · DA 108 · 6 IN-PERSON HRS · 4 ONLINE HRS

Impressions and Introduction to CEREC and CAD/CAM

Alginate impressions from mixing to removal, pouring and trimming study models, bite registration and lab equipment, plus an introduction to the digital systems offices use to design and mill restorations.

WEEK 9 · DA 109 · 6 IN-PERSON HRS · 4 ONLINE HRS

Dental Materials

The materials behind restorative dentistry, including amalgam, composite, glass ionomer, liners and cements: what each is for, how to mix and deliver it, curing lights, and how to assist during a filling.

WEEKS 10–12

Hands-on practicals

WEEK 10 · DA 110 · 6 IN-PERSON HRS · 4 ONLINE HRS

Practical: Restorative and Crown

Hands-on crown and bridge assisting: shade selection with shade guides, preparation, retraction cord and impressions, build-ups, and making and placing provisional crowns, along with fixed and removable prosthetics.

WEEK 11 · DA 111 · 6 IN-PERSON HRS · 4 ONLINE HRS

Practical: Extractions

Hands-on oral surgery assisting: surgical and periodontal instruments, extractions and third molars, implant and grafting procedures, keeping a sterile field, and post-operative instructions.

WEEK 12 · DA 112 · 6 IN-PERSON HRS · 4 ONLINE HRS

Practical: Permanent Crown, Oral Pathology; Final Practical Exam

Assisting with the permanent crown appointment, an introduction to oral pathology, and the comprehensive final practical exam, which tests chairside skills, radiography, materials, infection control, charting and patient communication. The exam date is announced during the term.

80

HOUR EXTERNSHIP
EXT 101

After the in-person courses, you complete an 80-hour externship in a dental practice approved by Accelerated Assisting. It gives you supervised, real-world clinical experience and readies you for your first job. The externship is graded pass or fail.

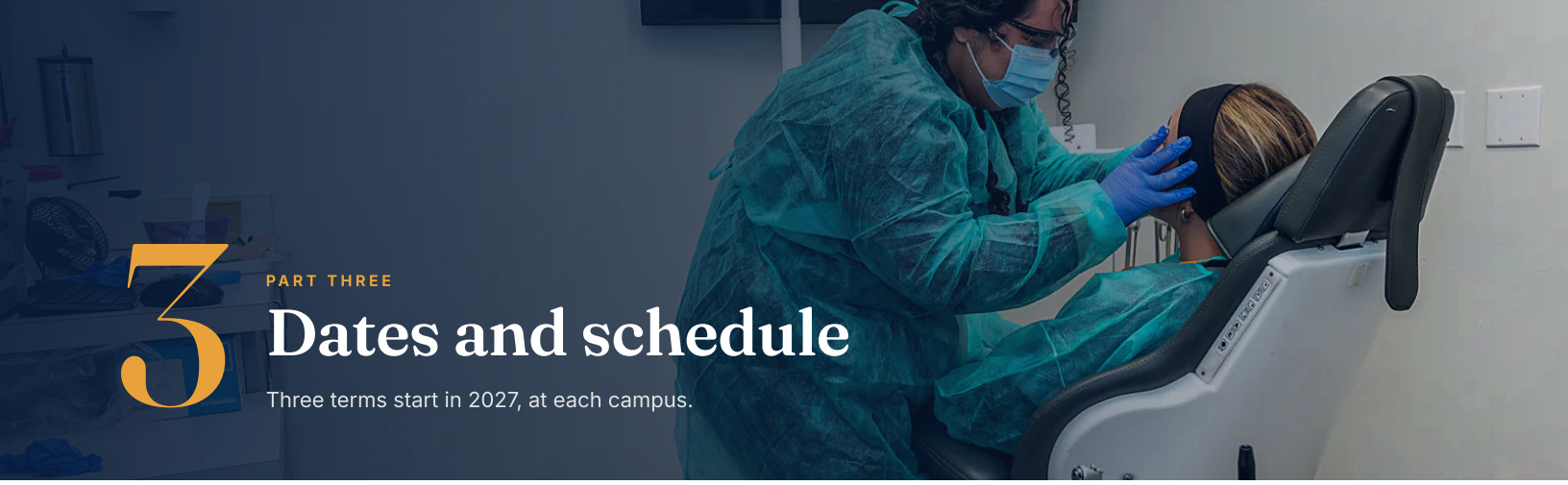
You are responsible for securing your externship site, and the school will guide and support you through it. A placement is not guaranteed. Hours usually fall within the host office's normal business hours. You must complete all 80 hours, and any missed externship time must be made up before you finish the program.

About the work

Dental assistants keep a practice running. Typical duties include scheduling, keeping patient records, preparing treatment rooms, sterilizing instruments, taking x-rays and handling billing. People who complete the program work in roles such as general dental assistant, hygiene assistant, endodontic assistant and pediatric assistant.

The job is physical. You will stand for long periods and work in close contact with patients. The U.S. Department of Labor expects employment of dental assistants to grow faster than average. The school does not promise employment; see Part 8.

Learn more about the career. The U.S. Bureau of Labor Statistics Occupational Outlook Handbook: bls.gov/ooh/healthcare/dental-assistants.htm. O*NET OnLine, Dental Assistants (31-9091.00): onetonline.org/link/summary/31-9091.00.

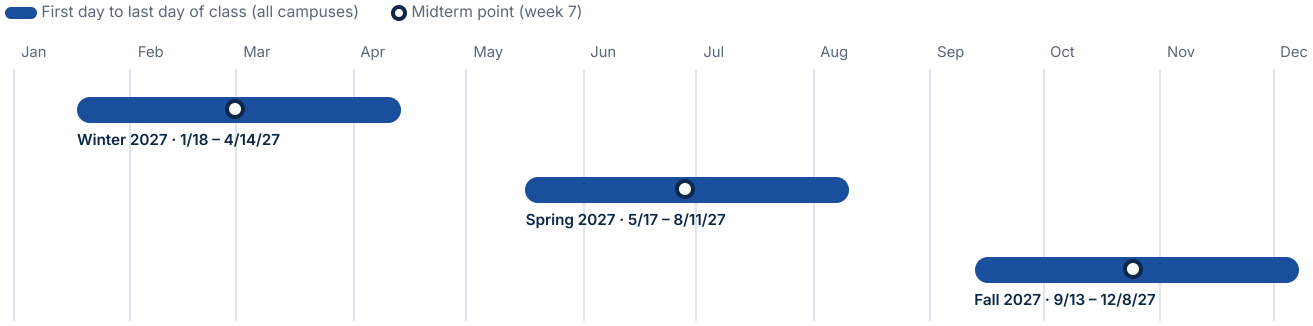


PART THREE

3 Dates and schedule

Three terms start in 2027, at each campus.

2027 program calendar



TERM	CAMPUS	FIRST DAY OF CLASS	MIDTERM POINT	LAST DAY OF CLASS
Winter 2027	Gresham	Mon 1/18/27	Week of 3/1/27 week 7	**Mon 4/12/27**
	Salem*	Tue 1/19/27		**Tue 4/13/27**
	Hillsboro	Wed 1/20/27		**Wed 4/14/27**
Spring 2027	Gresham	Mon 5/17/27	Week of 6/28/27 week 7	**Mon 8/9/27**
	Salem*	Tue 5/18/27		**Tue 8/10/27**
	Hillsboro	Wed 5/19/27		**Wed 8/11/27**
Fall 2027	Gresham	Mon 9/13/27	Week of 10/25/27 week 7	**Mon 12/6/27**
	Salem*	Tue 9/14/27		**Tue 12/7/27**
	Hillsboro	Wed 9/15/27		**Wed 12/8/27**

*Salem dates are planned and depend on HECC approval of the Salem campus. The externship follows the last day of class; each student finishes it on their own schedule, so there is no single program end date or graduation ceremony.

Class days

Gresham and Hillsboro: Mondays and Wednesdays.
Salem (coming soon): Tuesdays and Thursdays.
Classes are held in the evening.

Session length

Each session is about three hours. Daytime classes are not currently offered on a regular basis.

Holidays

No classes on New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day or Christmas Day.

Office hours

Monday through Friday, 9 AM to 4 PM.
(971) 361-4710

If a start date is postponed

Accelerated Assisting may need to postpone a program start date because of unforeseen circumstances, such as too few enrolled students, an instructor's absence or a facility problem. If that happens to a class you are enrolled in, you have these rights:

- **Notice.** We tell you in writing, by email and phone, as soon as we know, and before the original start date whenever possible.
- **A revised start date.** The notice gives the new start date and any change to the class schedule.
- **Your choice.** You may accept the new date, transfer to a future term, or cancel your enrollment and receive a full refund of all money paid.

How to tell us what you choose

Reply to the notice in writing, by email to Admissions@AcceleratedAssisting.com, or call (971) 361-4710. If you choose a refund, it is paid within 40 days of your request, the same timeline as any other refund in Part 5. Your enrollment agreement repeats these rights.



PART FOUR

4 Cost and how to pay

$5,900 is the full cost of the program. It covers all instruction, the equipment and technology you train on, and every supply you use in class.



$500 Due at enrollment · **$300** Online video platform · **$4,321** Tuition · **$654** Materials, supplies, equipment · **$55** CPR certification · **$70** Clinical scrubs

ITEM	AMOUNT
Due at enrollment: tuition advance deposit ($100), registration fee ($150) and enrollment fee ($250)	$500
Online video platform	$300
Tuition	$4,321
Use of the school's materials, supplies and equipment, including (but not limited to) the textbook; lab materials and supplies such as safety glasses, sterile and utility gloves, masks, XCP-Rinn kit, typodont, cements, cotton rolls and other disposable dental materials; and radiology film and supplies. These items are used at the school during the program and are not yours to keep or take home.	$654
Basic Life Support (CPR) certification	$55
Clinical scrubs: a pair of scrubs (top and bottom)	$70
Total cost of program (12 weeks, part-time, 152 clock hours)	**$5,900**

What's included

- Digital textbook, study aids and notes
- A pair of scrubs (top and bottom)
- All supplies and equipment needed for the clinical labs
- All dental technology and equipment used in the program
- Access to the school's digital systems for messages, payments and grades
- Basic Life Support (CPR) certification

Tuition and the registration fee are refunded under the terms in Part 5. DANB exam and certificate application fees are not included.

Not eligible for federal financial aid. The program is 12 weeks long and does not qualify for federal student aid. Every student makes the $500 enrollment payment to hold a seat; the ways to pay the remaining balance are on the next page and are open to all students.

WAYS TO PAY THE BALANCE

Three ways to pay, open to every student

1

Pay in full and save up to 8%

Pay the full tuition before the first day of class and receive 5% off when paying by card, debit or check, plus an additional 3% off for cash.

5% card, debit or check + **3%** more for cash = **8%** off tuition

2

Pay As You Go

Interest-free payments made **every other week** during the program, with no credit check. The first payment is due before the first day of class, and the balance must be paid in full by the last day of class.

Paying every other week keeps the balance on track with your classes, so you never fall behind.

3

State grants and workforce programs

You may use any lender or funding source you choose, and some students qualify for state or workforce funding, such as WorkSource Oregon programs. Ask admissions for details.

Need more time? Tuition financing is available on request

For students who need longer than the program to pay, financing through a third-party lender such as Tuition Financing Company (TFC) can be arranged on request. Approval, interest rates, fees, terms and payment schedules are set by the lender, and payments can extend beyond the end of the program. Ask the Admissions Director whether financing fits your situation.

Questions about payment? Talk with the Admissions Director, Garrett Greer, at (971) 361-4710.

Late payments and your responsibilities as a borrower

$25

late fee

may be charged when a payment is more than 10 days past due

You are responsible for every financial obligation that comes with your enrollment. A payment more than 10 days past its due date may be charged a **$25 late fee**. If you fall behind, you may lose access to coursework and training, be unable to take part in clinical or externship activities, and have your certificate and transcripts held until you are current.

If you default on your payment plan or financial agreement, the remaining balance may become due immediately, the account may go to a collection agency, you may owe collection, legal and administrative costs, and the debt may be reported to credit bureaus. If money gets tight, tell us early. We will try to work with you, but not communicating will not stop collection.





PART FIVE

5 Cancellation and refunds

What you get back depends on when you leave. This chart is a summary. The binding policy follows it.

Full refund	Refund less registration fee	Pro rata tuition refund	No refund
You enroll Cancel within five (5) business days of enrolling and before classes begin: all money paid is refunded.	**5 business days** Cancel later but before classes begin: the school may keep the registration fee (no more than 15% of tuition cost or $150, whichever is less).	**Classes begin** Leave after classes begin and before completing 50%: you are charged by the published class schedule and refunded tuition paid beyond that. The school may keep the registration fee, enrollment fee, deposit, and book and supply costs.	**50% of program** Leave after completing 50% or more: you owe the full tuition and no refund is due.

Cancellation, withdrawal and refund policy (resident instruction)

You may cancel your enrollment by giving the school written notice. Unless the school has discontinued the program, you are financially obligated as follows:

a. If you cancel within five (5) business days of the date of enrollment and before classes begin, all money paid under the enrollment agreement is refunded.

b. If you cancel more than five (5) business days after the date of enrollment but before classes begin, the school may keep the published registration fee, not to exceed 15% of the tuition cost or $150, whichever is less.

c. If you withdraw or are terminated after classes begin and before completing 50% of the contracted program, you are charged according to the published class schedule. You are entitled to a pro rata refund of tuition when the amount you paid is more than the charges owed. The school may keep the registration fee, enrollment fee, tuition advance deposit, and costs for books, supplies and other legitimate charges.

d. If you withdraw or are terminated after completing 50% or more of the program, you owe the full tuition and are not entitled to a refund.

Definitions

- **Date of enrollment:** the date the enrollment agreement is signed by both the student and the school official, whichever is later.
- **Published class schedule:** the period from the start of classes to the student's last date of attendance.
- **Pro rata refund:** a refund of tuition paid for the part of the program after the last recorded date of attendance.
- **Last date of attendance:** the last date the student physically attended and took part in a scheduled class, lab session or externship activity.
- **Tuition cost:** charges for instruction and applicable lab fees. It does not include application fees, deposits or other administrative fees.

How charges are calculated

Because the program is measured in clock hours, the portion you are charged for equals the clock hours you accrued through your last date of attendance divided by the program's total clock hours.

Other terms

- The school will not charge a withdrawal fee greater than $25.
- The school may use a refund calculation that is more favorable to the student than this policy.

If you leave because of disabling illness, an accident, a death in your immediate family or other circumstances beyond your control, the school will make a reasonable and fair prorated tuition adjustment.

When refunds are paid

Whenever a student cancels, withdraws, is terminated or completes the program, the school calculates all allowable charges under this policy. If payments received are more than those charges:

a. Within 40 days after notice of cancellation, withdrawal, termination or completion, the school gives the student a written statement of charges and payments received, with a refund of any amount paid above allowable charges.

b. If payments came from federal or state tuition assistance programs, including student loan programs, those programs' regulations govern the refund calculation and notices for those funds.

c. If payments were made by a sponsoring public agency, private agency or other third party, the statement and any refund may be issued to that party, as appropriate.

If the school closes or stops the program

The school is in default of the enrollment agreement if it discontinues the program or closes before the contracted instruction is complete. In that case tuition may be refunded on a pro rata basis, depending on whether a comparable program has been arranged for the student at no additional cost. If no such arrangement is made, all tuition and fees are refunded in full.

40 days
to receive your refund
and a written statement, after notice of cancellation, withdrawal, termination or completion

$25
maximum withdrawal fee
the school will not charge more

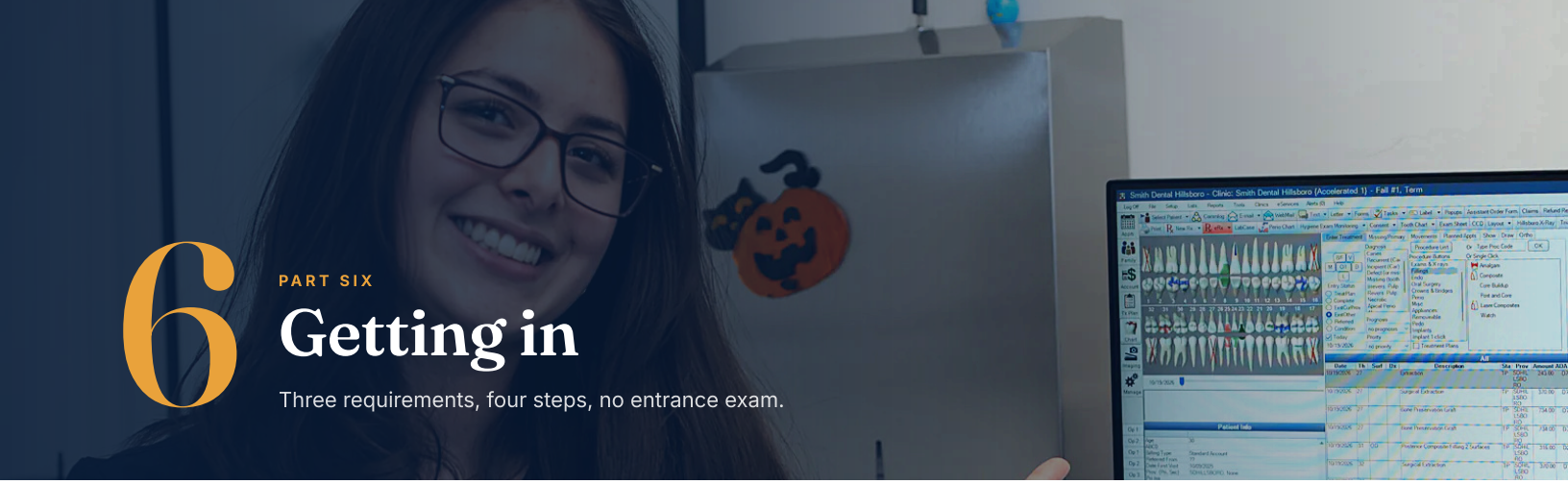
100%
refund of tuition and fees
if the school closes or ends the program and no comparable program is arranged at no extra cost

Holder in due course notice

Federal law (FTC rule effective May 14, 1976) requires the following notice in consumer credit contracts:

> NOTICE: ANY HOLDER OF THIS CONSUMER CREDIT CONTRACT IS SUBJECT TO ALL CLAIMS AND DEFENSES WHICH THE DEBTOR COULD ASSERT AGAINST THE SELLER OF GOODS OR SERVICES OBTAINED PURSUANT HERETO OR WITH THE PROCEEDS HEREOF. RECOVERY HEREUNDER BY THE DEBTOR SHALL NOT EXCEED AMOUNTS PAID BY THE DEBTOR HEREUNDER.





PART SIX

6 Getting in

Three requirements, four steps, no entrance exam.

You need

- Proof of a high school diploma, GED or equivalent
- To be at least 18 years old
- To speak, read and understand English. The program is taught in English, and ability-to-benefit students are not accepted.

You don't need

- **Immunizations.** They are not required to take part in the program and are not included in tuition.
- **A background check or drug screening.** Neither is required to enroll.

Individual dental offices, including externship sites and employers, may set their own requirements.

Showing English proficiency

You can show that you speak, read and understand English well enough for the program in either of these ways: a high school diploma or GED earned in English, or a conversation with admissions in English during your application, where you read and discuss a short section of program material. If admissions cannot confirm proficiency, you may reapply for a later term.

From application to first day

1

Apply

Applications are accepted all year, subject to seats. Apply about two weeks before the term you want to start.

2

Get accepted

Acceptance depends on eligibility and on seats available. Seats are filled first come, first served.

3

Enroll

Sign the enrollment agreement and make the $500 enrollment payment to hold your seat. Enrollment stays open until three days before the first day of class, if seats remain.

4

Attend orientation

Held on or near the first day of class (see Part 7).

Credit for past training

Accelerated Assisting does not grant credit for previous education, training or experience. Every student completes the full program.

Transfer of credit to other schools

Accelerated Assisting makes no representation that clock hours or the certificate earned here will transfer to, or be accepted by, any other school. That decision belongs to the receiving school.

Health and accident insurance

The school does not provide health or accident insurance. Students are responsible for their own coverage during class, labs and the externship.

Program notes

The externship is graded pass or fail. Students who do not complete the externship requirements will not receive a certificate. The program is not eligible for federal financial aid.

Equal opportunity and nondiscrimination

Accelerated Assisting does not discriminate in admissions, instruction, services or employment on the basis of race, creed, color, religion, national origin, ethnicity, sex, sexual orientation, gender identity, marital status, age, veteran or military status, the presence of any sensory, mental or physical disability, or the use of a trained guide dog or service animal by a person with a disability, or any other status protected by federal or Oregon law. We welcome applicants from every background and support a diverse, inclusive classroom.

Accommodations for students with disabilities

Telling us about a disability is voluntary and confidential. To ask for an accommodation, contact the Admissions Director before enrolling or the Program Director at any time, describe what you need, and include any supporting documentation you have. We will meet with you, respond in writing, and provide reasonable accommodations that do not fundamentally change the program or its clinical safety standards. To be accepted, applicants with disabilities must meet the program's eligibility requirements and be able to perform the essential functions of a dental assistant, with or without reasonable accommodation.

If you believe you have been discriminated against

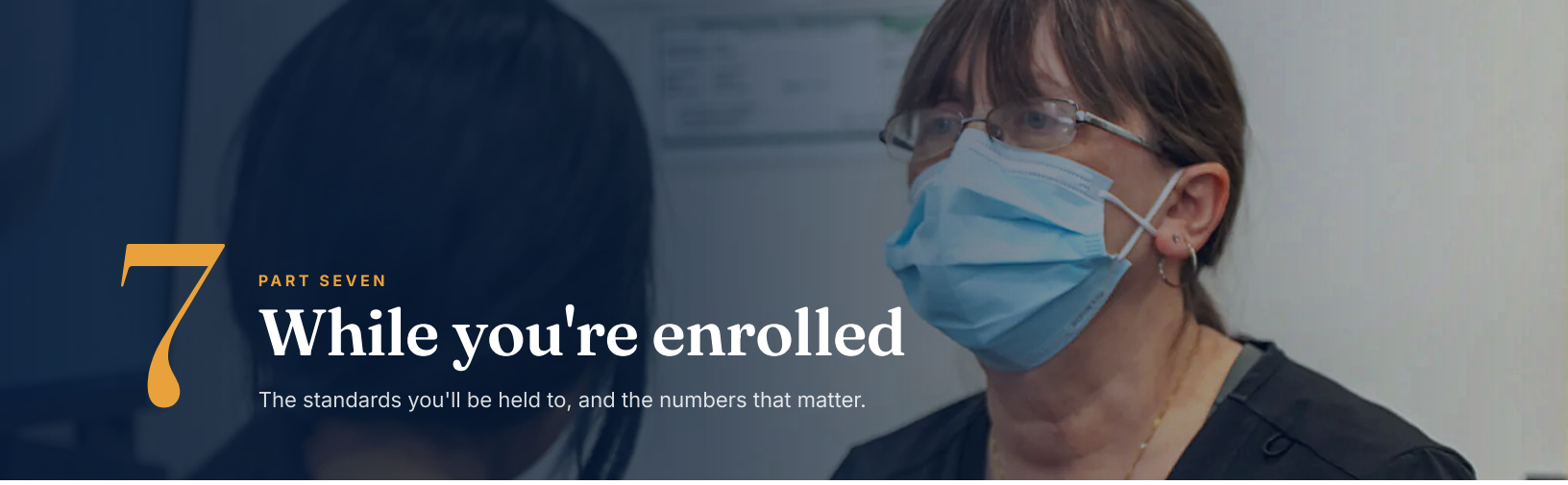
Oregon Higher Education Coordinating Commission

Under ORS 345.240, a student who believes they have been discriminated against by a private career school may file a complaint with HECC, Office of Private Career Schools, 3225 25th Street SE, Salem, OR 97302, 503-947-5716.

Oregon Bureau of Labor and Industries

Under ORS 659A.820, a person who believes they have been subjected to unlawful discrimination may file a complaint with the Bureau of Labor and Industries, Civil Rights Division, 971-673-0764, oregon.gov/boli.

You may also use the school's own process in Part 9. You do not have to finish it before contacting the state.



PART SEVEN

7 While you're enrolled

The standards you'll be held to, and the numbers that matter.

FOUR NUMBERS TO KNOW

70%
minimum overall grade
and the minimum score on every exam

83%
minimum attendance
to stay in good standing and complete the program

12 hrs
maximum missed class time
in total, out of 72 in-person hours (four sessions)

150%
maximum time to finish
of the scheduled clock hours

How you're graded



50% exams · 20% quizzes · 15% homework · 10% clinical and lab participation · 5% attendance

Grading scale

A	B	C	D	F	I
90–100	80–89	75–79	70–74	69 and below	Incomplete

If you fail an exam

FIRST FAILURE
Retake it
You may retake the exam after reviewing with your instructor.

SECOND FAILURE
Repeat the module
You repeat that module with a future class. Extra fees may apply.

THIRD FAILURE
Dismissal
A third failure results in dismissal from the program.

Orientation

Each new class has an orientation, usually on the first day. Attendance is required, and enrollment items must be finished before or at the start of the program. You'll meet the staff and tour the facility, and we'll cover the program structure, syllabus and grading, attendance and completion requirements, the externship, school policies, dress code and parking.

Records and grade reports

Grades are recorded as you complete each module, and your overall grade is reviewed at the midterm point (week 7) and at the end of classes. You can see your grades in the school's digital system at any time.

Satisfactory academic progress

To make satisfactory progress you must keep an overall grade of at least 70%; keep attendance at 83% or higher; complete all coursework and clinical competencies; and finish within 150% of the scheduled clock hours. Each exam needs a score of at least 70%. Progress is formally reviewed at the midterm point (week 7) and at the end of classes.

Academic probation

If your overall grade is below 70%, or your attendance is below 83%, at the midterm review, you are placed on academic probation. You meet with the Program Director, receive a written plan that may include remediation, make-up work and tutoring, and a record of the plan is kept in your student file.

Probation ends when your overall grade and attendance are back at or above the minimums. If you are still below them at the end of classes, you have not met the completion requirements: you may be allowed to repeat the work with a future term, at the Program Director's discretion, or be dismissed. Falling behind on homework or in-person training can also delay clinical participation.

Attendance

Because the program is accelerated, every session matters. Missing one class can usually be made up. Missing two classes is more difficult but still manageable with make-up work. Missing three or more classes makes it very difficult to stay on track, and the student may need to join a future term. Each absence is reviewed case by case with the Program Director, and make-up work must be completed before the student can finish the program.

- **The minimum.** You must attend at least 83% of the 72 in-person class hours. That means missing no more than 12 hours in total, the equivalent of four sessions.
- Class starts on time. Missing more than 30 minutes of a session may count as an absence, and repeated late arrivals or early departures may count as partial absences.
- Let your instructor know as soon as possible if you will be late or absent.
- Too many absences or late arrivals may lead to removal from clinical work, a delayed finish, a move to a future term, or dismissal.
- **Externship:** attendance is mandatory, and the host office may end a placement for lateness or absence. Contact the site directly if you will miss time. If a placement ends, you must find another approved site. All missed externship time must be made up before you finish.

Remediation, make-up work and incompletes

If you have a gap in skills, you will be required to remediate, and clinical participation may wait until you do. Make-up sessions are limited, offered at the program's discretion and not guaranteed. Approved make-up work must be supervised or approved by an instructor, show the same competency as the missed session, and be finished within the program timeframe. Failing make-up work may lead to removal from clinical work, a delayed finish or dismissal.

An Incomplete may be granted one time only. Outstanding requirements must then be finished within 6 months, in the current or a future term, and additional fees may apply.

Leave of absence

You may ask for a leave of absence for medical or personal reasons. Requests go to the Program Director, and approval is at the Program Director's discretion; you must follow the return requirements you're given. After a leave of four weeks or less, you may rejoin with the next available class at no extra cost, where possible. A leave longer than four weeks means re-enrolling and starting over; tuition is adjusted under the refund policy, and fees already paid may not be refundable.

Withdrawal

You can withdraw at any time by sending a written request to the Program Director. Students who withdraw are not eligible for a Certificate of Completion. Refunds follow Part 5.

Termination

The school may end a student's enrollment for:

- **Academic reasons:** an overall grade below 70%, repeated failure of required evaluations, or unsatisfactory progress.
- **Conduct:** unsafe or negligent behavior; unprofessional conduct toward patients, students or staff; not meeting attendance requirements; or violating school policy.
- **Financial reasons:** not meeting financial obligations or payment arrangements.

Grounds for **immediate dismissal** include illegal drugs or alcohol on the premises; harassment, intimidation, hazing or threats; discrimination; academic dishonesty or falsifying records; theft; weapons or dangerous items; breach of patient confidentiality; unmet financial obligations; and breach of the enrollment agreement or school policies. You may appeal a dismissal (see Part 9).

Coming back

Students who withdrew or were dismissed may apply in writing to join a future term. Readmission is not guaranteed; it depends on space, past academic and attendance records, and the Program Director's approval, and may require repeating coursework, paying tuition or fees, and showing you're ready. Students who withdrew may be considered within 6 months. Students dismissed for attendance may not be eligible right away. Students dismissed for conduct may be allowed one re-enrollment within 12 months, at the Program Director's discretion.

Conduct and the training environment

We expect honesty, integrity, professionalism and respect, and we expect you to follow school policy and your instructors' direction. Academic dishonesty, theft or misuse of property, disruptive or disrespectful behavior, or ignoring safety and clinical protocols can lead to discipline up to termination. The Program Director reviews every conduct violation.

Harassment, hazing and discrimination

The school has zero tolerance for sexual harassment, hazing, discrimination and any conduct that threatens safety or professionalism. Report any incident, concern or allegation to the Program Director or a designated staff member. Reports are reviewed promptly and kept appropriately confidential. Retaliation against anyone who reports is prohibited. Violations may lead to discipline up to immediate dismissal.

Records, transcripts and privacy

Grades are recorded as you complete required coursework, and official records are kept digitally after you finish. Request a transcript in writing from administration. Transcripts may be held until all financial obligations are met.

Your records are protected by the Family Educational Rights and Privacy Act (FERPA). You may inspect and review your records, ask for corrections and limit disclosure; send requests in writing to the Program Director. Directory information (name, contact details, birth information, program, dates of attendance, credential, photo and employer) may be shared unless you opt out in writing within 30 days of enrollment. You may file a FERPA complaint with the U.S. Department of Education.

Dress

A pair of scrubs (top and bottom), safety glasses, gloves and masks are provided. Tie back long hair and wear clean shoes. Earrings are the only visible piercings allowed, and tattoos may not be visible.

Phones and devices

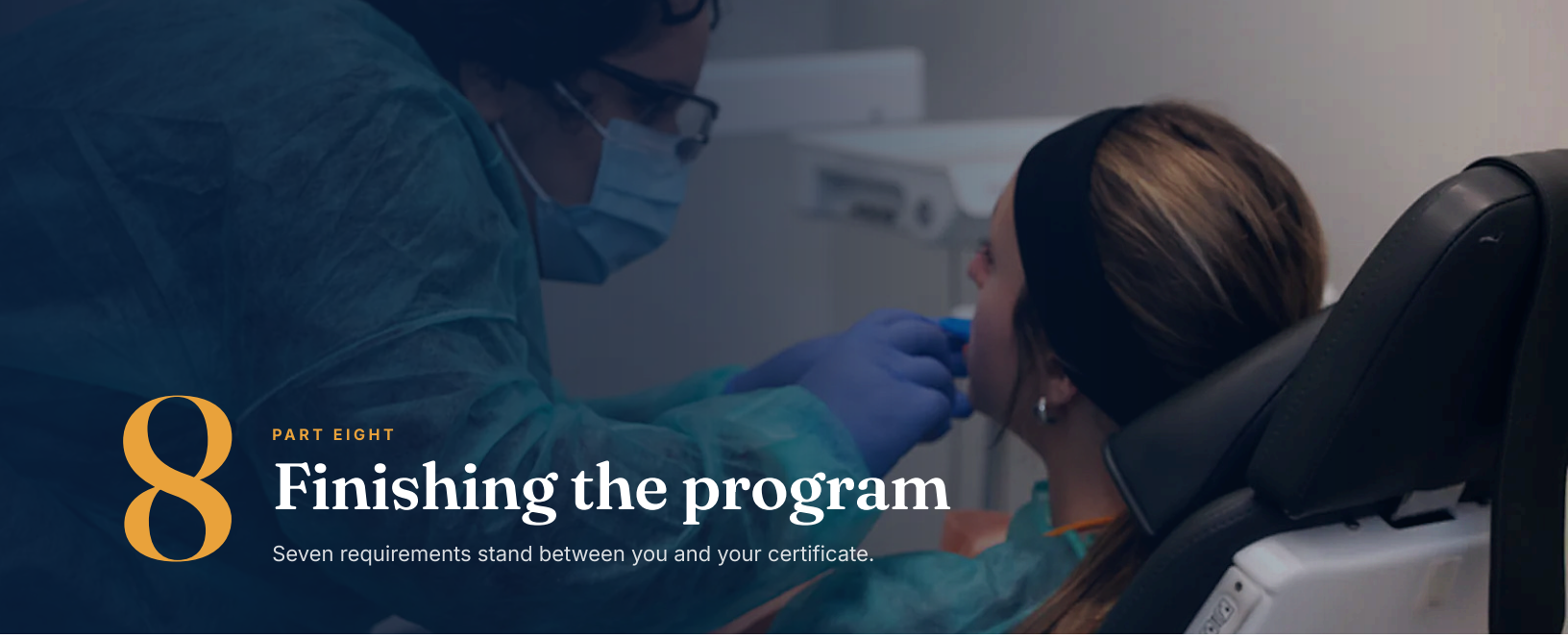
Silenced during class and clinical sessions and used only on breaks, unless your instructor says otherwise.

Food and drink

Only in designated break areas. Please keep shared spaces clean.

Smoking and vaping

Not allowed inside the facility or in designated non-smoking areas.



PART EIGHT

8 Finishing the program

Seven requirements stand between you and your certificate.

Your completion checklist

- Hold an overall grade average of 70% or higher
- Pass the final practical exam with at least 70%
  Retakes are at the program's discretion.
- Complete all coursework and clinical training
- Attend at least 83% of the program
  Missing no more than 12 of the 72 in-person hours, with all make-up work completed.
- Earn Basic Life Support (CPR) certification
- Complete the 80-hour externship
- Satisfy all financial obligations

Each student finishes the externship on their own schedule, so certificates are issued as each student completes the checklist. There is no graduation ceremony.

Certificate of Completion in Dental Assisting Proficiency

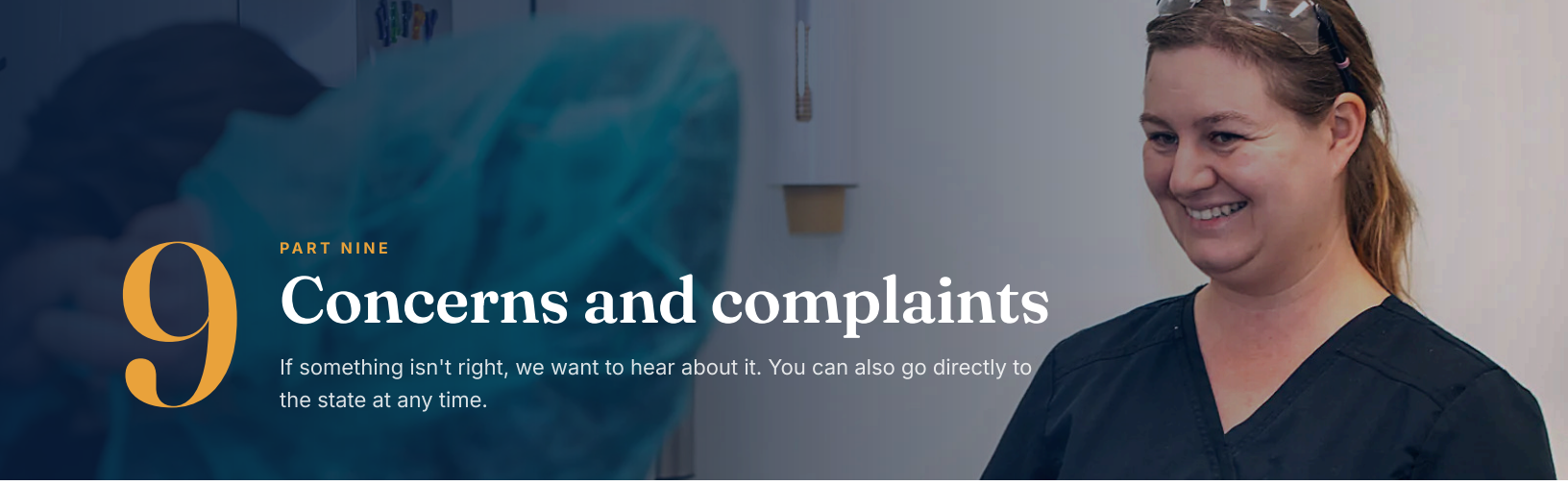
Awarded once every item on the checklist is complete.

Career services

We help with résumés, interview preparation and job leads. **Accelerated Assisting does not guarantee employment or job placement.**

Certification exams

The program includes preparation for Dental Assisting National Board (DANB) exams. Passing a DANB exam is not required to complete the program.



PART NINE

9 Concerns and complaints

If something isn't right, we want to hear about it. You can also go directly to the state at any time.

Inside the school

1

Talk to us first

Try to resolve the concern with your instructor or the staff member involved.

2

Contact the Program Director

Dr. Ryan Smith, DDS
(971) 361-4710

3

Put it in writing

Email Admissions@AcceleratedAssisting.com with the subject line "Student Grievance."

4

We respond

We acknowledge your grievance, investigate, and send a written decision.

2 BUSINESS DAYS TO ACKNOWLEDGE

7 MORE BUSINESS DAYS TO DECIDE

What to include in a written grievance. Your full name and contact information, a clear description with dates, times and the people involved, and any supporting documents. We acknowledge it within 2 business days and send a written decision within 7 business days of acknowledging it. That decision is the school's final internal determination.

Appealing a dismissal. Send a written appeal within 5 business days of being notified, with your reasons and any supporting information. The Program Director issues a written decision, which is the school's final internal decision.

WITH THE STATE OF OREGON

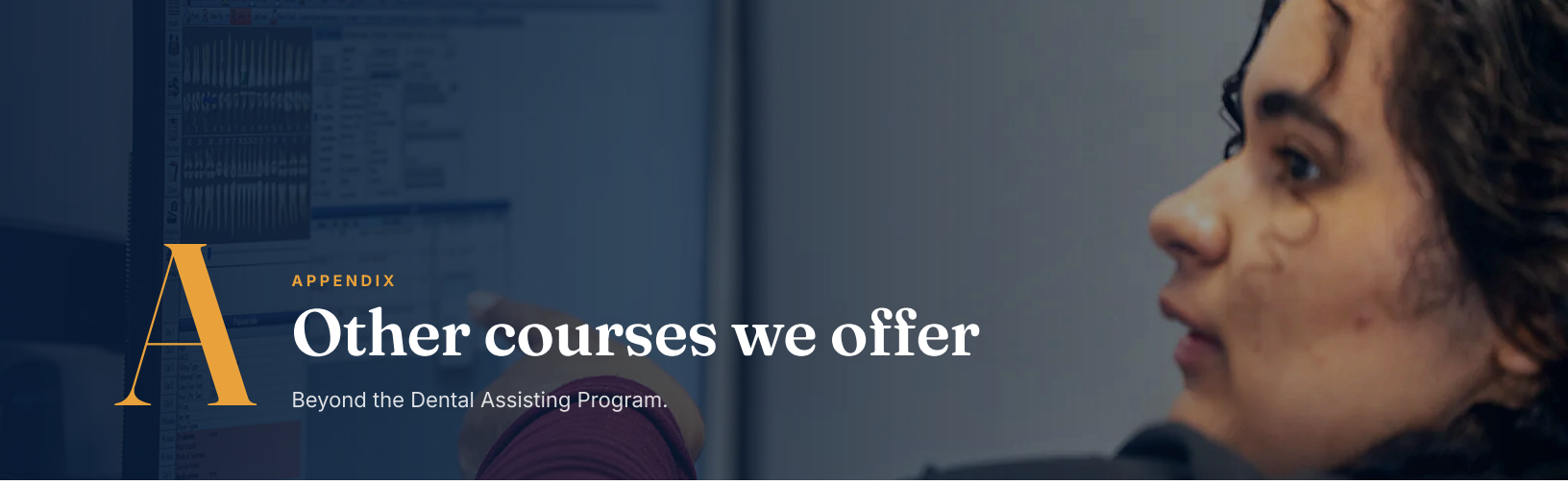
You may contact the state at any time. You do not have to finish the school's process first.

Higher Education Coordinating Commission
Office of Private Career Schools
3225 25th Street SE, Salem, OR 97302
503-947-5716

Discrimination complaints may also be filed under ORS 345.240 (HECC) or ORS 659A.820 (Bureau of Labor and Industries); see Part 6.

About this catalog

We certify that this catalog is true and correct in content and policy to the best of our knowledge. School rules may change as needed to comply with state requirements, and the school reserves the right to change the information in this catalog to improve its training. When a catalog is revised or published, a copy is submitted to the state within 10 days.



APPENDIX

Other courses we offer

Beyond the Dental Assisting Program.

These courses are separate from the Dental Assisting Program. They are not part of the 152-hour licensed program described in this catalog, are not covered by its enrollment agreement, tuition or refund policy, and are purchased separately with their own terms. Ask admissions for current availability and pricing.

DANB exam preparation

Online

- **RHS Prep:** Radiation Health and Safety ENGLISH + SPANISH
- **ICE Prep:** Infection Control ENGLISH + SPANISH
- **GC Prep:** General Chairside COMING SOON

Oregon expanded functions

Online, with clinical check-offs

Oregon EFDA course: training toward Oregon expanded function duties.

Continuing education for Oregon Expanded Function Dental Assistants:

- Placement of Pit and Fissure Sealants
- Temporary Soft Relines for Complete Dentures
- Subgingival Retraction Cord Placement

Front office

- **Dental Front Desk:** phones, scheduling, insurance and claims COMING SOON

Language

- **Dental Spanish:** Spanish for the dental office

TO SIGN AT ENROLLMENT

Statement of understanding and receipt of catalog

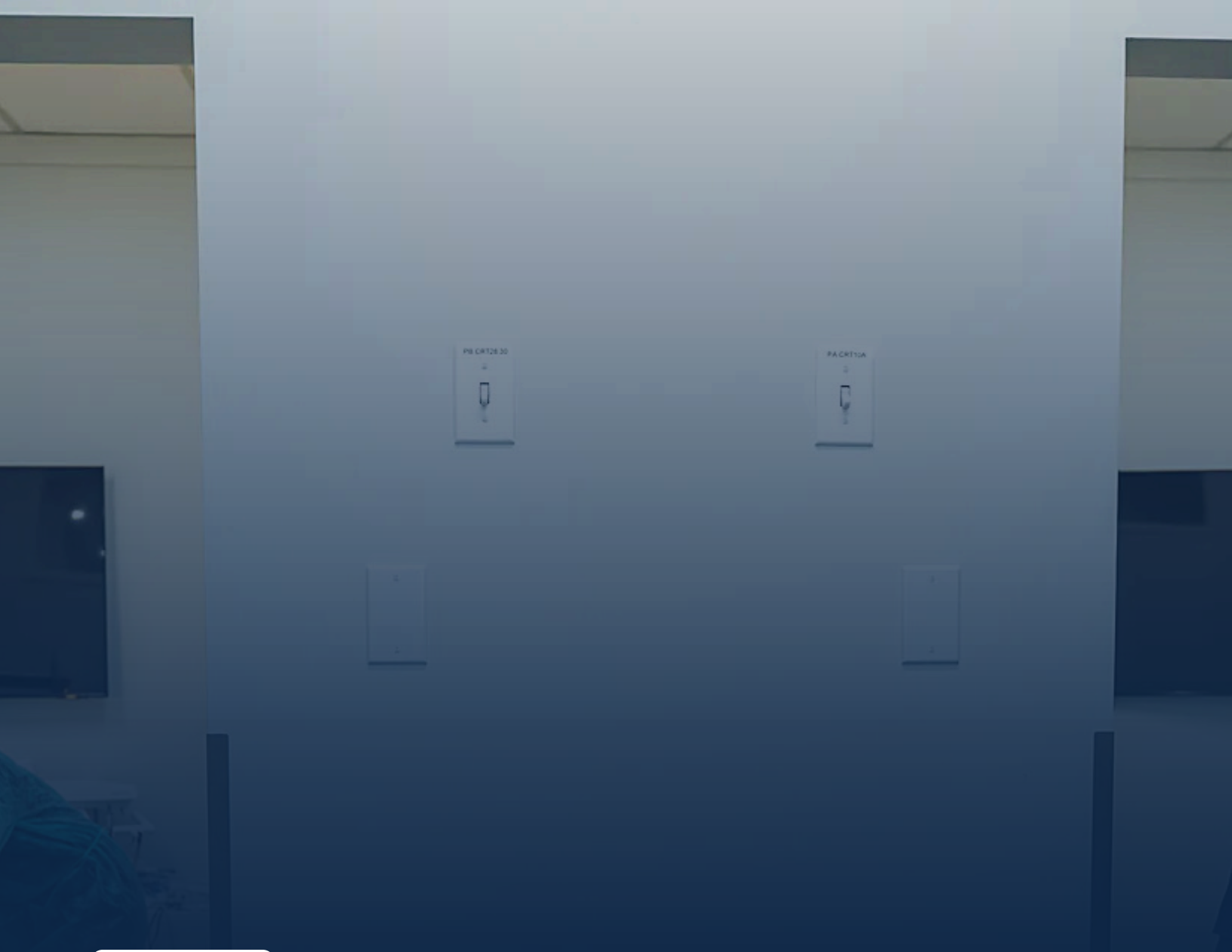
By signing below, I confirm that:

- I have received a copy of the Dental Assisting Program Catalog and the Enrollment Agreement, and I agree to follow the policies they describe.
- I understand that the school does not grant credit for prior education, training or experience, and makes no representation that hours or credentials earned here will transfer to another school.
- I understand that the school does not guarantee employment or job placement when I complete the program.
- I understand that the school may reschedule start dates, change schedules or curriculum, and end my enrollment for the reasons stated in this catalog, and that my rights if a start date is postponed are described in Part 3.
- I understand that the school does not provide health or accident insurance.
- I understand that the Enrollment Agreement is not binding until it has been accepted and signed by all required parties.

Student name (print) _____ Date _____

Student signature _____ Program start date _____

School official _____ Date _____



Accelerated Assisting

Ready when *you* are.

Admissions
(971) 361-4710
Admissions@AcceleratedAssisting.com

Program Director
Dr. Ryan Smith, DDS

Admissions Director
Garrett Greer

Gresham · 445 W Powell Blvd, Gresham, OR 97030
Hillsboro · 425 SE Baseline St, Hillsboro, OR 97123
Salem (coming soon) · 128 Friendship Ave SE, Salem, OR 97302

acceleratedassisting.com

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