

Student Information Publication



August 2017

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CONTEMPORARY HEALTH CAREER INSTITUTE

101 John Robert Thomas Drive | Exton, PA 19341 | 610-363-9170 | www.CHCIcareer.com

The Contemporary Health Career Institute (CHCI) is a private school providing a program of study which will enable a student with little or no experience to enjoy a new career in dental assisting in just ten weeks. The eight-hour program combines classroom instruction with clinical training in an ultra modern state-of-the-art dental office. CHCI is proud to offer as part of its program training in advanced digital radiography, as well as instruction in a variety of topics in Cosmetic Dentistry. This will prepare the student for opportunities in quality oriented modern dental practices.

The Facility

The school which is located in Exton, PA, is able to accommodate up to 24 students. Housed in an operating dental office, instructors are able to teach students in one of seven patient treatment rooms equipped with all necessary instrumentation so as to provide the student with a complete learning experience. Lecture sessions for smaller groups may be held on the main floor, or for larger groups, a modern classroom with kitchen and lavatory is available comfortably accommodating up to 24 students. Students will also benefit from closed circuit clinical demonstrations utilizing digital cameras and monitors located throughout the office and in each treatment room.

Program Outline

The program will include courses on the following subjects, with both classroom and clinical training;

- Course #1: Introduction to Dentistry and Assisting
- Course #2: Assisting for Operative Dentistry
- Course #3: Basic Assisting Needs
- Course #4: Assisting for Prosthodontics
- Course #5: Radiology; part 1*
- Course #6: Radiology; part 2, Midterm Exam, and Review Sessions
- Course #7: Dental Specialties In depth; part 1
- Course #8: Dental Specialties In depth; part 2
- Course #9: Doctor + Assistant + Hygienist; "The Team Approach"
- Course #10: Final Exam, Dress Code, and Graduation

*Radiology Health & Safety Exam

An eight-hour course will be specifically devoted to preparing the students for the Radiation Health and Safety (RHS) exam. Preparation will include lecture and clinical training, as well as a review of the test application and requirement. Each student will be provided with a copy of the guide at no additional cost. The instructor will assist the candidates in completing and submitting their application. The student will be responsible for the \$250 RHS exam registration fee.

Academic Policies

- Attendance is imperative; if a student must miss a course they must contact the school. It will be the student's responsibility to make arrangements with the instructor to review the course material missed prior to the start of the next course. The student will then take a written quiz and receive a clinical evaluation. If the student receives a passing grade in accordance with the grading policy, the student is given credit for passing that course. No charge will be made for makeup classes during these times.
- Exams - There will be a mid-term and final written exam, as well as weekly quizzes and clinical evaluations.
- Students must achieve a **70% or above** on each course to receive a diploma.
- There is no guarantee that courses completed at CHCI will transfer to another educational program.
- Please refer to the enrollment agreement for additional school policies.
- Photographs are occasionally taken during class. Photographs or electronic images may be used with or without a fictitious name for educational or advertising purposes. The school is not responsible for any liability resulting from the use of these images.

Behavior Policies

Class cuts; Class cuts are not permitted and shall be recorded as an absence.

Tardiness; Any student not physically present at the start of the scheduled class period will be considered tardy, and the time out of class will be recorded.

Student Conduct; Since students are being prepared for a work environment, they are expected to dress and conduct themselves in a responsible manner conforming to generally accepted standards of employment. The student is also expected to abide by all of the school's policies in the Student Enrollment Agreement. Violation of school policy may result in termination, suspension, or other appropriate action. In the event of termination, a refund will be given in accordance to the refund policy set forth in the Student Enrollment Agreement. **Cell Phone Usage:** Students are expected to give their full attention to instructors. All mobile devices must be silenced and stored out of sight during classroom and hands-on instruction. Students will not be permitted to send text messages during instructional time. Mobile devices may be used during lunch.

Smoke-free School; CHCI is a smoke-free facility. No smoking will be permitted on the CHCI premises.

Readmission Policy; Students who are terminated by the school for academic, disciplinary, or attendance reasons as set forth by school policy may re request re-entry within ten weeks of the date of termination. Such request must be in writing to the school director and set-forth valid reasons for granting the request. This request will be reviewed and the student notified of the Director's decision. This policy does not apply to voluntary withdrawals.

Appeal of Determination; Students may appeal a determination by submitting a letter to the school director. The appeal must be based on the existence of extenuating circumstances. Extenuating circumstances may include but are not limited to, severe medical problems and an extended period of illness.

Term Scheduling / Term Sequence; The sequence in which a student progresses through the program is determined by the school administrator and may not coincide with the sequence listed in the catalog.

Termination; A student is subject to termination for violation of the following;

- A. Destroying or damaging school property
- B. Abusing any illegal drugs or alcohol.
- C. Failing to meet all financial obligations to the school.
- D. Cheating on a school examination
- E. Engaging in any unlawful or improper action.
- F. Acting with disrespect toward any member of the school staff or another student.
- G. Violating any of the conditions set forth in the signed Enrollment Agreement.

Dress Code

Students are expected to follow the prescribed dress code. This includes a scrub type uniform and clean white sneakers or white uniform shoe.

*There are no requirements on color, brand or style of scrub type uniform

Enrollment Procedure

Individuals interested in the dental assisting program at CHCI are invited for a tour of the facility as well as a brief interview during which time any questions they may have will be answered.

Following verification of a high school diploma or GED, completion of the enrollment agreement, and the submission of a \$150 registration fee to CHCI, the student will be admitted into the program at the time of registration.

Payment Option

Tuition for the full 10 classes is \$2,895, which includes the \$150 registration fee and \$200 textbook fee. This payment can be made using any of the following options:

- \$2,895 at the time of registration
- \$150 at the time of registration, \$2,745 at the first class
- \$150 at the time of registration, \$550 payable at each of the first four classes and \$545 at the fifth class.

CHCI accepts Cash, Check or Visa, MasterCard, Discover, and American Express.

Distribution Method for the Course

Classroom and clinical instruction:

Attendance	30%
Clinical Evaluation	35%
Written Quiz	35%

Midterm & Final Examination:

Attendance	10%
Clinical Evaluation	45%
Written Evaluation	45%

Grading Scale

A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	59 and under

Graduation

Following successful completion of all academic and tuition requirements, and receipt of a passing grade in all ten courses, each student will be awarded a diploma for the program, a school pin, and a letter of recommendation from CHCI.

Refund Policy

- The registration fee is fully refundable if the student notifies the school of their intent to withdraw within 5 calendar days of the registration date.
- A full refund will be made if the student withdraws prior to the start of the program. However, the \$150 registration fee is not refunded.
- A 90% refund will be issued if the student completes up to and including eight hours of the program prior to withdrawal (less registration fee).
- A 55% refund will be issued if the student completes more than eight but less than 20 hours of the program prior to withdrawal (less registration fee).
- A 30% refund will be issued if the student completes 20 or more hours of the program, up to and including 40 hours (less registration fee).
- No refund will be issued for students completing more than 40 hours of the program.
- To receive a full refund, a student withdrawing from the program must return their textbooks in a usable condition. If the textbooks are not returned in a usable condition, the \$200 textbook charge will be deducted from the calculated refund.
- A student who is dismissed from the school for disciplinary reasons will receive a refund in accordance with the above policy.

Class Calendar:

Classes will be run on **Sundays from 9 am until 5.30 pm**, with a 30-minute break being given in the afternoon.

Fall 2017

October 1	Course #1: Introduction to Dentistry and Assisting
October 8	Course #2: Assisting for Operative Dentistry
October 15	Course #3: Basic Assisting Needs
October 22	Course #4: Assisting for Prosthodontics
October 29	Course #5: Radiology; part 1*
November 5	Course #6: Radiology; part 2, Midterm Exam, and Review Sessions
November 12	Course #7: Dental Specialties In depth; part 1
November 19	Course #8: Dental Specialties In depth; part 2
November 26	NO CLASS- Happy Thanksgiving!
December 3	Course #9: Doctor + Assistant + Hygienist; “The Team Approach”
December 10	Course #10: Final Exam, Dress Code, and Graduation

Winter 2018

January 7	Course #1: Introduction to Dentistry and Assisting
January 14	Course #2: Assisting for Operative Dentistry
January 21	Course #3: Basic Assisting Needs
January 28	Course #4: Assisting for Prosthodontics
February 4	Course #5: Radiology; part 1*
February 11	Course #6: Radiology; part 2, Midterm Exam, and Review Sessions
February 18	Course #7: Dental Specialties In depth; part 1
February 25	Course #8: Dental Specialties In depth; part 2
March 4	Course #9: Doctor + Assistant + Hygienist; “The Team Approach”
March 11	Course #10: Final Exam, Dress Code, and Graduation



Enrollment Agreement

for entry into the Dental Assisting Program
at Contemporary Health Career Institute

Name: _____ DOB (m/d/y): _____ Date of Enrollment(m/d/y): _____

Address: _____

Social Security Number: _____

Email Address: _____

Contact Phone: _____

city state zip code

Dates for the program in which I wish to enroll are as follows (schedule can be found in the Student Information Publication

Program Name: _____ Start Date: ____/____/____ Graduation Date: ____/____/____

The Dental Assisting program is 80 hours, consisting of ten courses, 8 hours each, given on a weekly basis. The total cost of the program is \$2,895.00 which includes a \$150.00 registration fee, all text books, materials and supplies. This payment can be made using any of the following options;

- \$2,895 at the time of registration
- \$150 at the time of registration, \$2,745 at the first class
- \$150 at the time of registration, \$550 payable at each of the first four classes and \$545 at the fifth class.
- Payments may be made by check, cash, or major credit card.

Following successful completion of all academic and tuition requirements, and receipt of a passing grade on each course, each student will be awarded a diploma for the program, a school pin, and a letter of recommendation from CHCI.

Refund Policy

- The registration fee is fully refundable if the student notifies the school of their intent to withdraw within 5 calendar days of the registration date.
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- A 30% refund will be issued if the student completes 20 or more hours of the program, up to and including 40 hours (less registration fee).
- No refund will be issued for students completing more than 40 hours of the program.
- To receive a full refund, a student withdrawing from the program must return their textbooks in a usable condition. If the textbooks are not returned in a usable condition, the \$200 textbook charge will be deducted from the calculated refund.
- A student who is dismissed from the school for disciplinary reasons will receive a refund in accordance with the above policy.

All grievances should be immediately expressed in writing to a director of CHCI.
If a grievance is not satisfactorily resolved, a report should be made to the following governing body;
State Board of Private Licensed Schools
Pennsylvania Department of Education
333 Market Street, 12th Floor
Harrisburg, PA. 17126-0333

I certify that all information I provided is accurate. I also acknowledge that I have received, fully read, and understand this enrollment agreement as well as the student information publication. By signing below, I acknowledge that no information was given to me contrary to that which is contained in the student publication and that no guarantee or promise was made for employment or financial aid.

Student Signature: _____

Date: _____

School Representative: _____

Date: _____

Did someone refer you to the Dental Assisting Program? Yes, I was referred by _____