

CALENDAR



The Dental Assisting program at KDM Dental College is accredited by the Commission of Dental Accreditation of Canada.

This calendar sets forth the program intentions of KDM Dental College at the time of publication. KDM Dental College reserves the right to cancel any program or course, to revise academic regulations and to change dates, costs and times deemed necessary, and without notice.

HEAD OFFICE

#520, 940 – 6th Avenue S.W., Calgary, Alberta T2P 3T1
Telephone (403) 264-2744 Fax (403) 264-2757 Canada/USA: 1-800-463-9201

EDMONTON OFFICE

2101 –10104-103rd Avenue, Edmonton, Alberta T5J 0H8
Telephone (780) 423-6863 Fax (780) 423-6892

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SINCE 1986

MISSION STATEMENT:

- The mission of **KDM Dental College International Inc.** is to provide a high standard of accessible, affordable and flexible education for the dental profession; and to assist dental auxiliary with job placement.
- The mission of **the Dental Assisting Program** is to assist students in meeting KDM's educational goals through a **nationally accredited program** while contributing to the general well-being of the public.

EDUCATIONAL OBJECTIVES:

KDM's education goal is to provide each student with the opportunity to gain theoretical knowledge and to transfer this knowledge to practical application, thus becoming a capable, successful member of a dental team; and to encourage and enhance our student's development as confident, motivated and independent individuals committed to this profession and the need for life-long learning.

METHOD OF DELIVERY:

KDM DENTAL COLLEGE INTERNATIONAL INC. offers a full-time Dental Assisting program and continuing education courses.

DENTAL CLINIC:

KDM DENTAL COLLEGE INTERNATIONAL INC. provides the community with a dental clinic, which provides "hands-on" experience for students, dental care and education for the public.

KDM PLACEMENT AGENCY:

KDM'S well-established placement agency has assisted with employment for dental auxiliary since 1986.

OFFICE HOURS:

Students wanting to apply for a program or course should telephone the Registrar's Office at (403) 264-2744 Calgary, (780) 423-6863 Edmonton or 1-800-463-9201 for exact dates and costs. Office hours are Monday through Friday (except holidays) 8:00am - 3:00pm.

KDM Dental College International Inc. is licensed as a Private Vocational School under the Private Vocational Schools Act of Alberta.

The Dental Assisting program at KDM Dental College is Accredited by the Commission of Dental Accreditation of Canada.

Note: Sufficient enrollment is required for courses to be offered Program dates, costs and times are subject to change.
Program Update: July 16, 2017

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DENTAL ASSISTING PROGRAM

- The Dental Assisting program at KDM Dental College is a CDAC Accredited Program.
- Percentage of students employed in their field as reported to Alberta Learning in March 2016: **over 90%**.

This 28 week full time program is comprised of 828 hours.

- Term I – Theory: 252 hours
- Term II – Clinic 426 hours
- Practicum 150 hours (4 weeks hands-on experience with a dental practice)

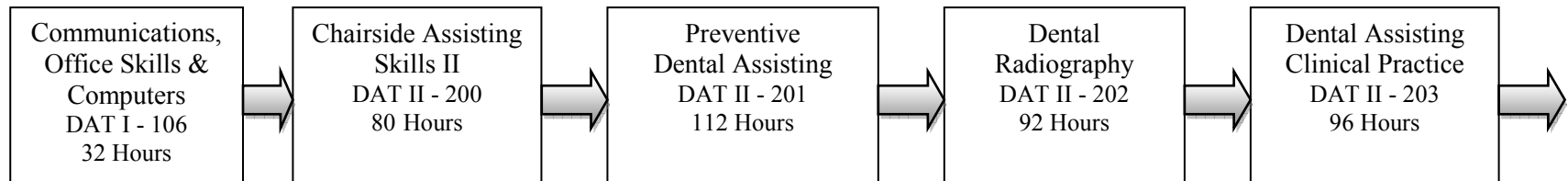
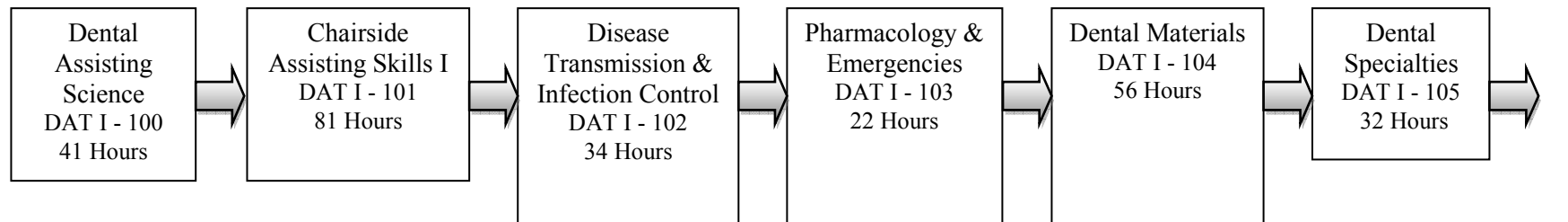
The program includes the following:

- Introduction to the Dental Profession
- Attitude & Professionalism
- History of Dentistry
- Personal and Professional Appearance
- Dental Health Team
- Outlining Your Legal & Ethical Responsibilities
- Anatomy & Physiology
- Oral Embryology & Histology
- Tooth Morphology
- Microbiology & Oral Pathology
- Disease Transmission & Infection Control
- Pharmacology
- Pain Control
- Medical Emergencies
- Dental Materials
- Preventive Dentistry & Nutrition
- Patient Management
- Instruments & Equipment
- Treatment Room Equipment
- Four-Six Handed Dentistry
- Oral Evacuation
- Instrument Transfer
- Seating/Positioning Dental Examination
- Diagnosis
- Treatment Planning
- Case Presentation
- Charting
- Operative Dentistry
- Dental Specialties
- Radiology
- Intra-oral Procedures
 - Rubber Dam Application & Removal
 - Expanded Skills
 - Radiography
- Intra-oral & Panoramic Exposures,
 - Coronal Polish & Application of Anticariogenic Agents
 - Probing
 - Taking of Impressions for Study Casts
 - Temporary/Provisional Crowns/ Restorations & Retraction Cord Placement
 - Interviews, Resumes and Job Search

KDM Dental College
Dental Assisting Program
Curriculum Plan

Theory - TERM I (12 weeks) - 252 Hours

Clinic - TERM II (12 weeks) - 426 Hours



Dental Office Practicum
(4 weeks) – 150 Hours

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Program Entrance Requirements And Admission:

Students must have attained one of the following:

- A Canadian grade 12 high school diploma, or equivalent, with grade 12 English and Science with 60% or better;
- OR**
- Apply for Mature Student status:
 - 18 years of age or older prior to the date of registration; and
 - complete an Admission test, achieving a score of 75% or better (**by appointment only**); and
 - produce a high school transcript indicating a minimum Grade 10 level.

Acceptance into the Dental Assisting program:

Students must complete the following forms which are provided by the school (some exceptions may apply):

- Completed Graduate Report
- If the student has successfully met all acceptance requirements and is given admission approval the student will complete an Alberta Student Enrolment Contract (must be signed by a parent or guardian if applicant is under 18 years of age) and pay a \$300.00 registration fee which will be applied towards program tuition.
- KDM Dental College **highly recommends** immunizations, including diphtheria, polio, measles, mumps, Rubella, Influenza varicella, chicken pox, Hepatitis B, tetanus and tuberculosis screening test for students attending the dental assistant program to ensure they are immunized as currently recommended for health care workers. (Please provide current verification of your Hepatitis B and Rubella (MMR) immunizations). An up to date copy of your immunization record must be available upon request (must be received prior to entry into student clinic).
- Dental report completed by dentist (must be received prior to entry into student clinic).
- Verification of current Healthcare Provider (HCP) including Basic Life Support, Adult/Child CPR and Automated External Defibrillator Training (must be received prior to entry into student clinic).

KDM Dental College reserves the right to grant or deny admission to any applicant.

NOTE: All paperwork should be completed by students **PRIOR** to classes commencing. Students must book a time for Orientation with the school (to confirm registration, meet financial obligations for tuition/supplies, purchase books and pick up the "Orientation Package") at least two (2) weeks prior to classes commencing.

- Proof of immunizations and a criminal record check may be requested by practicum offices and/or employers
- Any prospective students with serious skin disorders such as psoriasis, dermatitis or latex allergy should consider this carefully before applying for the program. Those with vision, back, arm or neck problems or significant health challenges are advised to consult with the Executive Officer of Education.
- Healthcare workers have an ethical and professional responsibility to declare their infectious status to their registering body (CADA) and employers.

Contract Cancellation/Refund of Fees:

Cancellation of student contract by either the school or the student is governed by the provisions of the *Private Vocational Training Act*, which is attached to and forms part of the student contract.

Dental Assisting Program Commencement Dates:

- | <u>2017</u> | <u>2018</u> | <u>2019</u> |
|---------------------------------------|---------------------------------------|---------------------------------------|
| • March 07, 2017 – September 15, 2017 | • March 06, 2018 – September 14, 2018 | • March 05, 2019 – September 13, 2019 |
| • September 05, 2017 – March 30, 2018 | • September 04, 2018 – March 29, 2019 | • September 03, 2019 – March 27, 2020 |
| • November 28, 2017 – June 22, 2018 | • November 27, 2018 – June 21, 2019 | • November 26, 2019 – June 19, 2020 |

Program Tuition:

Tuition including Supplies **\$18,113.00** + Books **\$575.00** = Total Fee **\$18,688.00** – (CDN FUNDS)

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All course related monies are due by the first day of classes including \$18,113.00 tuition, \$575 books, \$45.00 locker and dosimeter fees = Total \$18,733.00. Books, locker and dosimeter fees are due at orientation. **Students should pick up their books (cash or money order only) at least 2 weeks prior to class start date.** Students receiving funding from Student Aid should be prepared to purchase books. All students must secure books prior to starting the course.

A student receiving Student Aid funding must process loans as soon as possible in order for the student to continue in the program. Please note that Student Aid may distribute the funds in two disbursements and that is acceptable to KDM. Any funds not being paid by Student Aid are due on the first day of classes.

Students are responsible for the following additional costs (approximate costs only):

Prior to class start date:

- | | |
|---|--|
| 1. Current Healthcare Provider (HCP) including Basic Life Support, Adult/Child CPR and Automated External Defibrillator Training. | \$100.00 (approximately) |
| 2. Radiation Dosimeters (supplied by school) | \$ 25.00 |
| 3. Professional Attire – “Scrubs”, or other nursing uniform (Walmart, Mark’s Work Warehouse, Sears, or nursing stores;
- white nursing shoes or running shoes, closed toe, closed heel
- lab coats – must close to neck and have tight cuffs at wrist | \$200.00 (student should have at least 2 uniforms and 2 lab coats) |
| 4. Locker Fees | \$ 20.00 |
| 5. Name tags (hard metal or plastic, first name only, may be purchased at Things Engraved) | \$ 10.00 |
| 6. Safety glasses (purchased at hardware stores, eg. Home Depot, Rona) | \$ 10.00 |
| 7. KDM Review Manual | included |
| 8. KDM Clinical Manual | included |
| 9. KDM Theoretical Handout Manual | included |

After program commencement:

- | | |
|--|--------------------------|
| 10. National Dental Assisting Board Theoretical Examination | \$450.00 |
| 11. Professional Membership (fees vary), Provincial/State Registration | \$450.00 (approximately) |

** There is a service charge of \$30.00 for all returned checks.

** Books are non-refundable

** **These fees are subject to change without notice.**

Financial Assistance:

Financial assistance, either through Government of Alberta Student Loans Departments or banking institutions, may be available for those who qualify. Alberta Student Aid (student funding) 1-855-606-2096 or www.studentaid.alberta.ca.

The scholarship website is www.studentaid.alberta.ca/scholarships.

Attendance/Class Conduct:

Attendance is mandatory - KDM reserves the right to determine whether absences are excused or unexcused (may affect funded students) and to request any medical evidence that may be required. Student tardiness is unacceptable and students are expected to demonstrate professional behavior at all times. Excused absences are limited to death (immediate family) or severe affliction. All absences are recorded.

Academic Information:

In order for a student to continue with their program, the dental assisting student must demonstrate clinical competency and must achieve a combined grade of 75% or better on the quizzes and unit test for each course. A student who fails a quiz or unit test may be allowed one re-write of the course quiz or the associated area on the unit test which must be completed on one of the scheduled rewrite dates. Students re-writing will be awarded the re-write mark for quizzes or unit tests. Additional rewrites are at the discretion of the Executive Officer of Education.

- deferment of quizzes/unit tests/evaluations may be considered under special circumstances; **the student must request the deferment in writing prior to the scheduled date.**
- courses not having theoretical quizzes will be evaluated during clinical application – these areas may be theoretically evaluated on unit test #2

NOTE: KDM reserves the right to place a student on academic probation should their grade be below 75%.

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Termination/Probation:

KDM reserves the right to place a student on probation or expel a student for misconduct, poor academic performance, unprofessional behavior, plagiarism, and for excessive tardiness or absenteeism.

Academic Appeals And Grievances:

When students have concerns with school policies, they are expected to discuss these with their instructor. If resolution of the concern is not reached, students may bring concerns to the Program Administrator, and Executive Officer of Education, in that order.

In General:

- KDM's Accredited Dental Assistant program provides graduates with:
 - the opportunity to apply for provisional registration with the College of Alberta Dental Assistants, allowing them to work while awaiting the results of the NDAEB examination and subsequent registration; and
 - the portability to practice their skills across Canada (subject to provincial regulations)
- During clinical and laboratory practice sessions students will act in the role of the patient for their classmates. Clinical application of certain skills, such as periodontal probing, dental dam placement, prophylaxis (polishing), radiographs (x-rays), fluoride treatment, preliminary impressions, desensitization, nutritional counseling, pit and fissure sealants may be provided. All procedures will be supervised and comply with the approved processes as mandated by the provincial dental regulatory body and will occur after sufficient time has been spent learning and practicing the skills on a dental mannequin.
- Students are required to act as patients for fellow students in a clinical setting. Official documentation from a physician or dentist may be requested if a student does not wish to act as a patient. Without official documentation, the student may become ineligible to continue the program.
- Students will be required to provide five to six patients for the patient clinic. Patients must be eighteen years of age or older.
- Patient digital images are available on DVD for a fee of \$10.00 cash.
- Students must dress professionally. Uniforms (including safety glasses, lab coats and white nursing shoes) must be used exclusively for clinical/classroom purposes and worn commencing with the first day of classes.
 - Hand, Nails – nails should be kept short and not extend past the fingertip, polish and/or artificial nails are not permitted.
 - Jewelry – no earrings, rings, necklaces, bracelets or watches are permitted
 - no tongue or facial piercings are permitted for safety/infection control reasons
- Students must inform the school of any changes in name or mailing address.
- No smoking in KDM facilities.
- Students are expected to study approximately two to three hours per day beyond regular classroom time.
- All students are expected to respect and treat school property with care.
- KDM reserves the right to deny a student access to lab and clinical facilities if required documentation including verification of Hepatitis B and Rubella immunizations or waiver) and a dental examination report is not submitted.
- No school information will be given about the student (except for official reports required by the Alberta Government, Student Finance Departments, Professional Dental Assisting Associations or regulatory bodies) without the student's written agreement.
- Students are eligible to apply for the NDAEB theoretical examination upon completion of the Dental Assisting program. Upon successful completion of the National Dental Assisting Examining Board requirement, students may complete their registration requirements for licensure as a Dental Assistant in Alberta with the College of Alberta Dental Assistants.
- Tuition fees totaling more than \$100.00 may be eligible for an income tax receipt and will be mailed directly to the student in February. A \$30.00 fee is charged for a duplicate copy.
- Students must have proof of current Healthcare Provider (HCP) including Basic Life Support, Adult/Child CPR and Automated External Defibrillator Training.

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- Students must have a radiation dosimeter throughout clinical sessions (as indicated by local radiation regulations).

Graduation Requirements:

- The student must achieve a grade of 75% or better in theoretical testing and assignments.
- The student must demonstrate clinical proficiency in the following mandatory skills:
 - chairside dental assisting
 - expose dental radiographs
 - selective coronal polishing (rubber cup)
 - take preliminary impressions
 - apply and remove dental dam
 - oral hygiene instruction
 - nutritional counseling relative to oral health
 - apply treatment liners
 - apply and remove matrix and wedge
 - apply fluoride
 - apply pit and fissure sealant
 - apply topical anesthetic
 - apply desensitizing agents
 - use, care and maintenance of coronal whitening by bleaching trays
 - suture removal
 - temporary crowns and restorations
 - retraction cord placement
 - probing and periodontal screening and recording
- Students who have completed the graduation requirements of the program will be issued a transcript and Certificate of Achievement. A \$30.00 fee is charged for a duplicate copy.
- Students must complete their financial obligations to KDM.

College of Alberta Dental Assistants Licensure Requirements for KDM Dental College

- Successfully complete the dental assisting program.
- Successful completion of the NDAEB theoretical examination.
- Graduates must pay the required application fee and membership fees to the College of Alberta Dental Assistants (CADA).

Dental Assisting Continuing Education Classes/Clinical Refreshers

Dental Assisting Continuing Education Courses

DACE008	Tooth Whitening	Cost: \$170.00
Prerequisite:	Impressions for Study Casts (taking of)	
Home Study	Dental Dam Application and Removal Coronal Polish and Application of Anticariogenic Agents Expanded Skills CPR Basic Rescuer Level HCP is recommended	

Please note: classes (in whole or in part) scheduled above may be cancelled or rescheduled at anytime due to lack of enrollment or other circumstances beyond our control. Students registering in these courses in order to meet prerequisites for Board Examinations or to meet completion deadlines must allow additional time in the event of a cancellation.