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Dental Assistant School of Atlanta



2026-2027

INSTITUTIONAL CATALOG

dentalassistantatlanta.com · 1690 STONE VILLAGE LANE, SUITES 421 & 422, KENNESAW, GA 30152 · (770) 299-4877

GEORGIA NONPUBLIC POSTSECONDARY EDUCATION COMMISSION · U.S. DEPARTMENT OF VETERANS AFFAIRS · GI BILL®

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2026 – 2027

DENTAL ASSISTANT SCHOOL OF ATLANTA LLC

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Mission Statement

The mission of the Dental Assistant School of Atlanta, LLC is to train the hands that care for our community through real skills, practical knowledge, and personal support.

History of the Institution

The Dental Assistant School of Atlanta, LLC (DASA) was established in 2014, with its first student cohort beginning in February 2015. This marked the official launch of DASA's dental assisting education and workforce training programs.

The Institution is a privately owned career training institution dedicated to preparing students for entry-level positions in the healthcare field through practical, hands-on instruction and professional training. The institution operates from a single campus located at 1690 Stone Village Lane, Suites 421 and 422, Kennesaw, Georgia 30152, and has no branch campuses or auxiliary classrooms.

Kennesaw, located in Cobb County, approximately 25 miles Northwest from downtown Atlanta, accessible via Interstate 75, US Highway 41 (Cobb Parkway), and Barrett Parkway.

The Atlanta metropolitan area, with a population of more than six million, has a large and expanding healthcare sector that supports consistent demand for trained allied health professionals.

The Dental Assistant School of Atlanta, LLC was established to address the growing demand for trained Dental Assistants within the metropolitan Atlanta area and surrounding communities. The school was founded by Dr. Damaries Candelario-Soto, an experienced Endodontist and retired Lieutenant Colonel of the United States Air Force, with the goal of creating a practical training program that bridges the gap between classroom education and real-world dental practice.

The program combines classroom instruction, simulation-based laboratory exercises, and a supervised externship in an operating dental practice. The school emphasizes practical skills, professional standards, and workplace readiness so that graduates are prepared to enter the dental profession quickly while maintaining high standards of professionalism, patient safety, and clinical competence.

Institutional Objectives

1. Provide students with the knowledge and technical skills required to perform entry-level dental assisting duties in a dental office environment.
2. Teach the principles of infection control, sterilization procedures, and safety standards required in dental healthcare settings.
3. Develop student competency in chairside assisting, dental radiography, dental materials handling, and dental office procedures.
4. Prepare students to communicate effectively with patients, dentists, hygienists, and other members of the dental team.
5. Promote professionalism, ethical conduct, and workplace readiness aligned with dental industry standards.
6. Provide hands-on learning opportunities that simulate real dental office environments.
7. Support students in developing the confidence and skills necessary to transition successfully into the dental workforce.

Core Values

Our core values guide how we teach, how we treat our students, and how we serve the healthcare community.

Commitment to Hands-On Excellence
We believe healthcare is learned by doing. Every program is built around real equipment, real procedures, and real clinical environments, so that our graduates walk into their first job experience, operatory-ready — prepared to contribute from day one.

Commitment to our Students
Small cohorts, personal advice, and career support from enrollment through placement. We measure our success by our graduates' success, and our commitment does not end at graduation.

Commitment to Integrity and Professionalism
We hold ourselves and our students to the ethical standards of the healthcare professions: honesty, accountability, patient confidentiality, safety, and respect for every patient and colleague.

Commitment to Service
Founded by a retired Lieutenant Colonel of the United States Air Force, service is part of our identity — service to patients, to military families and veterans, and to the communities our graduates go on to serve.

Commitment to Opportunity
We believe career education should be a fast, affordable, and dignified path upwards. We welcome students of every background and partner with veteran, military-spouse, and workforce-development funding programs to open doors to healthcare careers.

Governing Board and Ownership

The Dental Assistant School of Atlanta, LLC is a Georgia limited liability company (formerly named Dental Assisting Academy of Georgia, LLC). The sole owner and managing member of the company is Dr. Damaries Candelario-Soto, who serves as Founder, Chief Executive Officer, School Director, and constitutes the governing authority of the institution.

Dr. Candelario-Soto is a practicing Endodontist and a retired Lieutenant Colonel of the United States Air Force, with extensive experience in clinical dentistry, healthcare leadership, and professional education. The administration is responsible for academic policies, curriculum development, student services, institutional operations, and compliance with applicable state and accreditation requirements. Faculty and instructional staff deliver program instruction, evaluate student performance, and maintain the professional standards expected within the dental profession.

Academic Advisory Board Members

Name	Credentials / Title	Field
Dr. Damaries Candelario-Soto	DMD; Diplomate American Board of Endodontics (ABE); MPH; Fellow in Nutrition & Oral Health	Endodontics Dental Specialty
Dr. Andres Soto	DMD; Advanced General Dentistry Diploma; MBA; MS in Biomedical Sciences	General Dentistry
Nikole Soto	RN (United Kingdom); Master's in Nutrition	Nursing / Nutrition
Madison Spencer	COO; Lead Dental Assistant, Executive Training Grad	Dental Assisting Operations Management

The Academic Advisory Board consists of practicing healthcare professionals and institutional leaders who meet at least annually to review the curriculum, instructional equipment, and graduate outcomes and to provide industry guidance to the institution. Its recommendations help ensure that the program remains responsive to current professional practices and workforce needs.

Institutional Memberships and Affiliations

The Dental Assistant School of Atlanta, LLC maintains the following institutional affiliations, approvals, and program participation:

- Georgia Nonpublic Postsecondary Education Commission (GNPEC) — authorized nonpublic postsecondary institution in the State of Georgia.
- U.S. Department of Veterans Affairs — the Dental Assistant program is approved for VA education benefits under the GI Bill®. (GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs.)
- Georgia Department of Veterans Service (GDVS), State Approving Agency — program approval for the training of veterans and eligible persons in Georgia.
- WorkSource Georgia — participating training provider under the Workforce Innovation and Opportunity Act (WIOA), administered through local workforce development board.

Administration, Faculty, and Staff

Name	Title / Role	Program / Area
Dr. Damaries Candelario-Soto	Owner, CEO & School Director	Administration / Curriculum Oversight
Madison Spencer	Lead Instructor & Academic Advisor	Dental Assistant Program
Michelle Barton	Career Services & Externship Placement Officer	Admission / Dental Assistant Program
Dr. Maribel Merced	Accreditation & Compliance Officer	Administration
Chrissy Bucker	Receptionist/Admissions & Registrar	Administration
Eliezer Soto	Facilities & Payroll Manager	Operations
Adrian Soto	Instructor	Dental Assistant Program
Kira Kennerly	Instructor	Dental Assistant Program
Lexie Ledesma	Instructor	Dental Assistant Program
Danny Spencer	IT & DASA Pulse Developer	Dental Assistant Program

All instructors meet minimum qualifications for education, training, and professional experience, are evaluated regularly, and participate in ongoing professional development.

External Service Providers (contracted – not employees)

- Chris Earl, CPA — Tax preparation and financial statements
- Audry Earl — Bookkeeping and account reconciliation
- Velmarie Merced – External Compliance Advisor
- Danny Spencer – IT Specialist

Accreditation and Licensure

State Authorization

Dental Assistant School of Atlanta, LLC is authorized by the Georgia Nonpublic Postsecondary Education Commission (GNPEC).

Georgia Nonpublic Postsecondary Education Commission
2082 East Exchange Place, Suite 220, Tucker, Georgia 30084
Phone: (770) 414-3300 | Website: gnpec.georgia.gov

Accreditation Status

The Dental Assistant School of Atlanta, LLC is not accredited. The institution is in the process of applying for institutional accreditation with the Accrediting Council for Continuing Education & Training (ACCET), a national accrediting agency recognized by the United States Department of Education. Applicant status does not constitute, and should not be interpreted as being granted accreditation, and does not ensure eventual accreditation.

Professional Board Recognition

Training provided by the institution is designed to prepare students to work in dental practices in accordance with the professional and regulatory standards established by the Georgia Board of Dentistry for dental practice and dental auxiliary functions in the State of Georgia.

Georgia Board of Dentistry — 2 Peachtree Street NW, Atlanta, Georgia 30303 — www.gbd.georgia.gov

Program Approvals for Military-Connected Students

The Dental Assistant program is approved for the use of U.S. Department of Veterans Affairs (VA) education benefits under the GI Bill®, allowing qualified veterans, active-duty service members, and eligible dependents to apply their benefits toward tuition and training costs. The program is also approved for the Military Spouse Career Advancement Accounts (MyCAA) Scholarship Program. Eligibility and use of benefits are determined by the administering agencies. GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA).

Workforce Development Programs

The Dental Assistant School of Atlanta, LLC may participate in workforce development programs that assist eligible students with tuition support, including Workforce Innovation and Opportunity Act (WIOA) training programs administered through local workforce development boards (WorkSource Georgia). Eligibility is determined by the appropriate government agencies.

Equal Opportunity Statement

The Dental Assistant School of Atlanta, LLC does not discriminate based on race, color, national or ethnic origin, religion, sex, age, disability, veteran status, or any other characteristic protected by applicable law in the administration of its educational programs, admissions policies, or employment practices.

Non-Immigrant Foreign Students

The Dental Assistant School of Atlanta, LLC is not authorized under federal law to enroll non-immigrant foreign students and does not issue the Form I-20. Applicants must be legally authorized to study in the United States.

Facilities and Equipment

The Dental Assistant School of Atlanta, LLC (DASA) operates from two adjoining professional suites located at 1690 Stone Village Lane, Suites 421 and 422, Kennesaw, Georgia, comprising approximately 2,500 square feet of institutional space. The campus is designed and equipped to support didactic instruction, hands-on clinical training, student services, faculty activities, and administrative operations. Instructional and clinical training areas are configured to simulate a modern dental practice environment, providing students with opportunities to develop and demonstrate practical dental assisting skills and competencies in a professional educational setting.

The facility includes the following instructional, student-support, and administrative areas:

- Classroom Instruction Area – One (1): Approximately 900 square feet dedicated to didactic instruction, presentations, group learning, examinations, and other classroom-based educational activities.
- Clinical Simulation and Laboratory Training Spaces – Three (3): DASA provides three designated laboratory and clinical simulation areas for hands-on instruction, demonstrations, skills development, and supervised practice of dental assisting procedures and competencies. These areas include:
    1. Restorative and Preventive Procedures Laboratory: Equipped with four (4) student workstations for hands-on training in procedures such as crown and bridge assisting, dental sealants, restorative procedures, and related clinical skills.
    2. Dental Materials and Laboratory Procedures Area: Designated for hands-on instruction in dental laboratory procedures, including pouring dental stone, model fabrication, bleaching tray fabrication, impressions, and other dental materials and laboratory procedures included in the curriculum.
    3. Dental Operatory Training Area: three (3) training stations located within approximately 900 square feet of clinical training space and configured to simulate a professional dental operatory environment. The training stations allow students to develop and demonstrate competencies in chairside assisting, patient positioning, instrument transfer, dental procedures, equipment operation, and other clinical skills required by the curriculum.
- Sterilization and Infection Control Training Area – One (1): A designated area for instruction and hands-on training in instrument processing, sterilization, disinfection, personal protective equipment, infection prevention, and established infection-control protocols.
- Hands-On Training Equipment and Instrumentation – Three (3) Primary Training Stations: The clinical training areas contain appropriate dental equipment, instruments, supplies, and instructional materials to support practical skills development and student competency assessment.
- Student Learning, Study, and Support Area – One (1): A designated multipurpose area located within the Student Support Office. The space supports student advising, academic assistance, individual study, completion of assignments, student services, and confidential student meetings.
- Administrative Offices – Two (2): Dedicated office spaces are provided for school administration, faculty and staff functions, institutional operations, records management, and other administrative activities.

Parking and Facility Access

DASA provides on-site parking for students, faculty, staff, and visitors. The parking area provides convenient access to the school and is sufficient to support the institution's scheduled instructional and administrative activities.

Safety and Security

DASA does not employ an on-site security guard. The facility utilizes Ring security cameras and video surveillance to monitor designated areas of the premises and support facility security.

The institution also maintains procedures addressing facility access, emergency response, student and employee safety, and protection of institutional property. Students and employees are expected to comply with established safety and emergency procedures while on school premises.

Overall Facility Capacity and Suitability

DASA's approximately 2,500-square-foot facility provides dedicated and appropriately configured space for classroom instruction, clinical simulation, dental operatory training, sterilization and infection-control instruction, student learning and support services, and institutional administration.

The facility, instructional equipment, and physical resources are maintained to support the school's curriculum, instructional methodology, enrollment, student services, and hands-on training requirements and to provide an educational environment appropriate for the preparation of entry-level dental assisting professionals.

The facilities are designed to simulate modern Dental Practice environments and support hands-on clinical training consistent with industry standards.

Students receive training using equipment and materials commonly found in dental practices, as listed in the inventory below.

Instructional Equipment, Instruments, and Materials Inventory

The Dental Assistant School of Atlanta LLC maintains sufficient, current, functional equipment, instruments, and materials to support effective program delivery and approved enrollment levels. Equipment is kept in safe working conditions and repaired or replaced as needed in accordance with current clinical and educational standards. Consumable supplies are replenished regularly to prevent interruptions in instruction.

Instructional resources are organized to support each phase of preclinical and clinical training and include:

- **Clinical operatories** — dental chairs, delivery units, lighting, high-volume evacuation systems, and air/water syringes used for hands-on chairside practice.
- **Simulation and preclinical resources** — dental mannequins, typodonts, and mounting systems for skill development prior to patient contact.
- **Hand and rotary instruments** — mirrors, explorers, probes, scalers, excavators, and high- and low-speed handpieces with associated attachments and burs.
- **Restorative, preventive, and materials laboratory** — student workstations, curing lights, and composite, bonding, sealant, and impression materials.
- **Crown-and-bridge and dental laboratory** — model trimmers, vibrators, a thermoforming/vacuum-former unit, and stone and plaster fabrication supplies.
- **Radiology and CBCT training** — digital radiography systems, intraoral sensors, positioning devices, lead aprons, and image-review workstations.
- **Sterilization and infection control** — autoclaves, an ultrasonic cleaner, instrument cassettes, and complete personal protective equipment and barrier supplies.
- **Patient care and medical emergency** — blood-pressure monitors, pulse oximeters, CPR manikins, and AED trainers.
- **Classroom and instructional technology** — student workstations, audiovisual presentation systems, practice-management and digital-charting software, and current textbooks and anatomical teaching models.

A complete, itemized inventory of instructional equipment, instruments, and materials — including quantities on hand — is maintained by the institution and is available for review. Equipment and material quantities are evaluated periodically and adjusted as necessary to remain sufficient for the number of students enrolled.

Hours of Operation, Class Schedules, and Academic Calendar

Office Hours

Monday: 8:00 a.m. – 6:00 p.m.
Tuesday – Thursday: 9:00 a.m. – 1:00 p.m.
Friday: 8:00 a.m. – 6:00 p.m.

Class Schedules

The Dental Assistant Certificate Program is delivered on a cohort basis over 13 weeks, combining classroom instruction, laboratory simulation, and a supervised externship. Each cohort meets one day per week for ten (10) clock hours of lecture and on-campus laboratory instruction, on Monday or Wednesday from 8:00 a.m. to 6:30 p.m., including a 30-minute lunch break. When the Monday and Wednesday cohorts are full, an additional cohort meets on Friday on the same schedule. The meeting day for each cohort is published with its start date and provided to students before enrollment.

Class Start Dates

Current start dates are posted at www.dentalassistantatlanta.com and may change based on enrollment. Classes require at least six (6) students; consistent with the Enrollment Agreement, the institution may reschedule a start date if enrollment is insufficient.

Postponement of Start Date

Postponement of a starting date, whether at the request of the school or the student, requires a written agreement signed by the student and the school. The agreement must set forth:

a. Whether the postponement is for the convenience of the school or the student, and;

b. A deadline for the new start date, beyond which the start date will not be postponed.

If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to a full refund of prepaid tuition and fees within 30 days of the deadline of the new start date set forth in the agreement. Refund will be in accordance with the school's Refund Policy.

Academic Calendar 2026–2027

Cohort	Classes Begin	Externship Begins	Program Ends
Fall 2026	September 8, 2026	September 8, 2026	December 4, 2026
Winter 2027	January 11, 2027	January 11, 2027	April 9, 2027
Spring 2027	April 26, 2027	April 26, 2027	July 23, 2027

Observed Holidays

Date	Holiday
January 1	New Year's Day
Third Monday of January	Martin Luther King Jr. Day
Last Monday of May	Memorial Day
July 4	Independence Day
First Monday in September	Labor Day
Second Monday in October	Columbus Day
November 11	Veterans Day
Fourth Thursday in November	Thanksgiving Day
December 25	Christmas Day

Additional closures or schedule adjustments may occur as determined by the administration of which students are notified in advance. If instructional time is interrupted due to holidays or unforeseen circumstances, the school schedules make-up sessions to ensure that all required clock hours are completed.

Admissions

General Admission Requirements

To be considered for admission to the Dental Assistant program, an applicant must:

1. Be at least 17 years of age at the time of enrollment. Georgia's age of contractual consent is 18; consistent with the Enrollment Agreement, an enrolling student under 18 must have a parent or legal guardian also sign the Agreement.
2. Possess a high school diploma, GED® certificate, or recognized high school equivalency, and provide documentation (diploma, transcript, or equivalency certificate). Foreign documents must be translated into English and evaluated as equivalent to a U.S. high school diploma.
3. Complete a personal admissions interview with a school representative.
4. Complete and sign the student application and Enrollment Agreement.

No entrance examination is required for admission. The institution does not admit ability-to-benefit (ATB) students; all students must document high school graduation or its equivalent prior to starting class.

Additional Program Requirements

No vaccinations, physical examinations, background checks, or drug screenings are required for admission to the institution. However, externship sites are independent dental practices and may require, at their discretion and prior to placement:

- Proof of immunizations (for example, Hepatitis B series or declination, Tdap, MMR, varicella) and/or tuberculosis (TB) screening
- A criminal background check
- A drug screening
- Proof of CPR certification

Students are responsible for the cost of any site-required screenings or immunizations. Inability to satisfy an externship site's requirements may delay or prevent externship placement and, therefore, graduation.

Conditions That May Affect Training, Certification, or Employment

Prospective students should be aware of the following conditions before enrolling:

- A prior felony conviction or certain criminal history may prevent placement at an externship site, employment in dental or healthcare settings, or eligibility for certain professional certifications.
- In Georgia, dental assistants perform duties under the supervision of a licensed dentist in accordance with the rules of the Georgia Board of Dentistry. Expanded duties, including exposing dental radiographs, require completion of training that meets Board requirements.
- The physical demands of dental assisting include prolonged standing or sitting, manual dexterity, visual acuity, and the ability to follow infection control and safety protocols. Applicants who cannot meet these essential functions, with or without reasonable accommodation, may be unable to complete the program or work in the field.

Applicants with questions about how a personal circumstance may affect their ability to benefit from training are encouraged to discuss the matter with the School Director prior to enrollment.

The Admission Process

1. Initial inquiry — by telephone, email, online request, campus visit, or information session. Applicants receive general information about program length, tuition and fees, career opportunities, and admissions requirements.
2. Admission information session — a meeting with a school representative covering program structure and schedule, curriculum and training activities, attendance and participation expectations, professional conduct standards, and employment opportunities. Applicants are offered a tour of the facilities.
3. Admission interview — a discussion of the applicant's interest in dental assisting, the responsibilities of working in a healthcare environment, and the expectations of the training program.
4. Submission of application — the applicant completes a student application and provides proof of age, proof of high school graduation or equivalent, and identification documentation.

5. Review of the Enrollment Agreement — the applicant reviews the terms and conditions of enrollment, including tuition, payment arrangements, and cancellation and refund policies, and may ask questions before signing.
6. Financial arrangements — the applicant confirms a payment plan or approved third-party funding (employer sponsorship, VA benefits, MyCAA, WIOA, or other approved sources).
7. Acceptance and scheduling — upon completion of all requirements, the student is accepted and assigned to an upcoming cohort, subject to class size capacity and scheduled start dates.
8. Orientation — prior to the first day of class, students attend an orientation covering school policies, attendance expectations, professional appearance standards, infection control and safety requirements, and student responsibilities.

The institution reserves the right to deny admission to applicants who do not meet the admissions requirements or who may not be able to meet the professional and academic standards required for successful completion of the program.

Admission of Students with Special Needs

Applicants with disabilities are encouraged to identify any need for accommodation during the admissions process. The institution provides reasonable accommodations to qualified applicants and students with documented disabilities to facilitate enrollment and training, in accordance with the ADA policy described in this catalog. Accommodation requests may be made to the School Director at any point in the admissions process and should be supported by appropriate documentation.

Americans with Disabilities Act (ADA) and Accommodations

The institution provides equal educational opportunities to qualified students with disabilities in accordance with the ADA and Section 504 of the Rehabilitation Act of 1973. Students requesting accommodation must notify the School Director and provide appropriate documentation (medical, psychological, or educational). Requests should be made as early as possible. Reasonable accommodation such as extended examination time, modified testing environments, or alternative-format materials — are determined case by case and may not eliminate or substantially modify essential program requirements related to patient safety, infection control, or professional competence. Accommodation information is kept confidential and shared only with personnel who have a legitimate educational need to know. A student who believes accommodation was improperly denied may use the Student Complaint and Grievance Procedure in this catalog.

Re-Admission Policy

A student who withdraws or is dismissed may apply in writing for re-admission with a subsequent cohort. Readmission requires review by the School Director, resolution of the circumstances that led to the withdrawal or dismissal, satisfaction of any outstanding financial obligations, and available space. Re-admitted students re-enter under the catalog and Enrollment Agreement terms in effect at re-entry, with prior completed modules credited where content remains current.

Transfer of Credit Policy

Credit for Previous Education and Training (Transfer into DASA)

Consistent with the Enrollment Agreement, Dental Assistant School of Atlanta, LLC does not accept credit for previous education, training, work experience (experiential learning), or College-Level Examination Program (CLEP) results toward the Dental Assistant program. Because the program is a short, sequential clock-hour program in which each module builds directly on the preceding module's laboratory competencies, all students complete the full 320 clock hours. Coursework completed elsewhere may not be comparable in content, sequence, clock hours, competency assessment, or clinical application. Applicants who have previously attended or completed coursework at another school are welcome to enroll but must complete the entire DASA program in full — including all required clock hours, coursework, and the externship — to qualify for graduation. All applicants are advised of this policy prior to enrollment, and it is applied uniformly to every applicant.

Exception — students using VA education benefits: as required for VA-approved programs, the institution evaluates the prior education and training of each veteran or eligible person, grants appropriate credit where prior training duplicates program content, shortens the training time proportionately, notifies the student and the VA, and maintains a written record of the evaluation in the student's file.

Transferability of Clock Hours Completed at DASA (Transfer Out)

DASA does not award credit hours; the program is measured in clock hours. Upon request, DASA provides the student an official transcript listing the modules and clock hours completed. DASA does not guarantee that its clock hours or completion documents will be accepted by any other institution; the acceptance of any training or hours completed at DASA is determined solely by the receiving institution. Students who plan to continue their education elsewhere are encouraged to confirm transferability with the receiving institution before enrolling.

Financial Aid and Financial Assistance

Dental Assistant School of Atlanta, LLC does not participate in federal Title IV student financial aid programs (Pell Grants or federal student loans). The following forms of financial assistance are available to eligible students:

Institutional Payment Plans

The institution offers interest-free payment plans that divide tuition into scheduled installments over the training period, as described in the Tuition and Fees section. No interest is charged; a one-time plan fee applies ($20.00 for Plan #1; $160.00 for Plan #2).

Veterans Affairs (VA) Education Benefits

The Dental Assistant program is approved for VA education benefits (GI Bill®), including benefits available to eligible veterans, service members, and dependents. Students planning to use VA benefits should provide their Certificate of Eligibility (COE) at enrollment. The institution's School Certifying Official certifies enrollment to the VA and reports attendance and progress as required. In accordance with 38 USC 3679(e), the institution will not impose any penalty, including the assessment of late fees, denial of access to classes or facilities, or requirement that a covered individual borrow additional funds, on any student unable to meet financial obligations due to the delayed disbursement of VA Chapter 31 or Chapter 33 funds.

Military Spouse Career Advancement Accounts (MyCAA)

Eligible military spouses may apply for MyCAA scholarship funding toward the program. Eligibility and award amounts are determined by the Department of Defense.

Workforce Innovation and Opportunity Act (WIOA)

Eligible students may receive tuition assistance through WIOA programs administered by local workforce development boards (WorkSource Georgia). Interested applicants should contact their local WorkSource office to determine eligibility before enrolling.

Employer Sponsorship and Third-Party Funding

Students may be sponsored by an employer or another third-party payer. Where a third-party agency or sponsor pays tuition on a student's behalf, the same tuition, fee, cancellation, and refund policies apply, and any refund due is returned to the funding agency as applicable.

Scholarships

The institution may periodically offer limited merit-based institutional scholarships. When a scholarship is offered, its terms and conditions, eligibility requirements, application procedure and deadline, selection criteria, and award process are published in a catalog addendum before any award is made. Scholarship awards are applied as a credit to tuition on the student's ledger, have no cash value, and do not alter the student's rights under the Cancellation and Refund Policy.

Tuition and Fees

Item	Amount	Refundable
Application/Registration Fee (paid once, at application)	$ 150.00	See policy
Tuition — Dental Assistant Certificate Program (320 clock hours)	$ 4,400.00	See policy
Books and Supplies (itemized; retained by student)	$ 250.00	See refund policy
TOTAL PROGRAM COST	$ 4,800.00	

Books and supplies (itemized; retained by the student)	Cost
DASA textbook and workbook package	$200.00
Instrument set	$25.00
Scrubs (one set)	$25.00
Total books and supplies	**$250.00**

All students enroll for the complete duration of the program. The application/registration fee is separately identified, does not exceed $150, and is non-refundable after the three-business-day cancellation period (it is refunded in full if the applicant is rejected, cancels within three business days of signing, or the institution cancels the program). A 3% credit-card processing fee (approximately $132.00 on full tuition) applies to any payment made by card, except the Application Fee and the Books/Supplies Fee. Costs for additional uniforms/scrubs (one set is included in Books and Supplies), immunizations, background checks, drug screenings, or fees for optional external certification examinations (such as DANB), which are paid directly to the testing organization, are not included in the total program cost and, where applicable, are the student's responsibility. The CPR/BLS, radiography, expanded duties, and Orthodontic Level 1 and Clear Aligners certificate examinations are included in tuition, including one retake of each examination at no cost; additional attempts at the Trapezio orthodontic examination are $25 each (see Schedule of Fees).

Cancellation and refunds: the institution has a single Cancellation and Refund Policy. It appears in the Cancellation and Refund Policy section of this catalog and is identical to the policy in the Enrollment Agreement.

Additional Fees – Schedule of Fees

The following fees may apply in addition to the total program cost. Fees are charged only when the corresponding service, material, or circumstance applies. Non-refundable fees are limited to materials and services distributed or provided to the student.

Fee / Charge	Amount
Program & Materials Fees	
Lost Instrument / Equipment Kit Fee	$250.00
Lost/Damage Uniform / Scrubs Fee	$55.00
Background Check Fee	$45.00
Academic Support & Retake Fees	
Tutoring outside school hours (per session; no charge during school hours)	$50.00
Printing / Copying Fee	$10.00
Orthodontic Skills Lab (Trapezio) exam – each attempt after the one free retake	$25.00
Records & Documents	
Official Transcript	$25.00
Rush Transcript (additional)	$35.00
Duplicate Certificate	$35.00
Account & Payment Fees	
Late Payment Fee	$50.00 + 5% of amount due
Card Processing Fee	3% of payment
Returned Check (NSF) Fee	$40.00

Payment Methods and Terms

The institution accepts payment by cash, check, money order, credit/debit card (3% processing fee applies), and approved third-party funding — WIOA, VA education benefits, or MyCAA — for those who qualify. Payment options are:

- Payment in full on or before the first day of class; or
- Plan #1 — Four Installments: $1,105.00 at enrollment and $1,105.00 in Weeks 3, 6, and 9 — total $4,420.00, which includes a $20.00 plan fee; or
- Plan #2 — Pay by Week: $456.00 per week for 10 weeks — total $4,560.00, which includes a $160.00 plan fee.

The plan fee shown in each installment plan is the only additional charge for paying over time; no interest is charged.

Payment Periods and Effect on Refunds

Students are charged for the full 13-week program as a single period of financial obligation. Payment plans are offered as a convenience and do not create separate periods of obligation. All tuition, fees, and other outstanding charges must be paid in full no later than the end of the 13-week program. If a student withdraws, any refund is calculated on the total program tuition under the Cancellation and Refund Policy, regardless of the payment plan selected, and any balance owed or refund due is reconciled against the amount actually paid. Plan fees are refunded on the same pro rata basis as tuition.

Delinquent Accounts

Installment payments not received within 10 days of the due date incur a 5% penalty of the amount due plus a $50.00 late fee. Accounts more than 30 days past due may result in suspension from class until arrangements are made, and accounts more than 90 days past due may be referred to a collection agency; a student who defaults on the Enrollment Agreement is responsible for collection and attorney fees incurred by the institution, as stated in the Agreement. The certificate may be withheld until all financial obligations to the institution are satisfied. The same collection practices apply consistently to all students, including third-party-funded students (except as prohibited by 38 USC 3679(e) for students awaiting VA disbursements).

Cancellation and Refund Policy

This policy meets GNPEC refund standards. Refunds are issued within 30 days and follow the policy in the Enrollment Agreement. Each refund is also calculated under the GNPEC standard and ACCET Document 31 (both printed in the Enrollment Agreement), and the most favorable result is paid.

Definitions

- Cancellation: the student never attends.
- No-Show: the student never attends and does not notify the school.
- Withdrawal: the student begins but does not complete the program.
- Termination: a school-initiated withdrawal.
- Last Date of Attendance (LDA): the last day the student attended class.
- Date of Determination (DOD): the earlier of (a) the date the student notifies the school (written or verbal), or (b) the date the school determines the student has withdrawn.
- Period of Financial Obligation: the period during which the student is financially responsible (not to exceed 12 months).

Buyer's Right to Cancel and Cancellations

1. Buyer's Right to Cancel: a student may cancel the Enrollment Agreement, without penalty or obligation, within three (3) business days after signing it and receive a 100% refund of all monies paid, including the application fee. Written notice to the institution at the address on the Agreement is recommended but not required.
2. Rejection of applicant: an applicant rejected by the institution receives a 100% refund of all monies paid, including the application fee.
3. Program cancellation or discontinuance by the institution: 100% refund of all monies paid.
4. Cancellation after three business days but before classes begin, and no-shows: refund of all monies paid, less the $150.00 non-refundable application fee.

Withdrawal or Termination After the Start of Class

A student may withdraw at any time; written notice is encouraged but not required, and the institution also determines withdrawal based on attendance and participation. A student who does not attend for two (2) consecutive scheduled class days without an approved Leave of Absence, or who fails to meet attendance, academic, or conduct policies, is withdrawn. Refunds after classes begin are calculated as follows:

Point of Withdrawal	Refund
Before classes begin	100% tuition refund, less the $150 non-refundable application fee
After classes begin, through 50% of the program (160 of 320 clock hours)	Pro rata refund: the institution retains only the tuition earned for the clock hours completed; the balance of tuition paid is refunded
After 50% completion	No tuition refund; the institution retains 100% of tuition

How the Refund Is Calculated

Refunds are calculated on the $4,400.00 tuition (installment plan fees, if any, are treated as tuition). Percentage completed = clock hours scheduled through the student's last date of attendance, as shown in the Course Outline, plus externship hours completed, divided by 320. Earned tuition = percentage completed × tuition. Refund due = tuition paid − earned tuition. The $150.00 application fee is not refunded after the three-business-day cancellation period.

Illustrative example (not a fixed schedule): a student whose last date of attendance is the Week 3 class day has completed 62 scheduled class and Orthodontic Skills Lab hours and 12 externship hours, or 74 of 320 clock hours (23.1%). Earned tuition = 23.1% × $4,400 = $1,017.50. A student who paid the $4,400 tuition in full receives a refund of $3,382.50. Each refund is calculated individually from the student's actual last date of attendance.

Additional Refund Provisions

- Books and supplies: items not yet distributed are refunded in full. Distributed books and supplies are refunded for any unused portion if the student withdraws before completing 50% of the program, except items special-ordered for the student, items returned in a condition that prevents reuse or resale, and third-party vendor services. Other fees paid for services not yet provided are refunded in full.
- Refund timeline: refunds are calculated from the last date of attendance and paid within thirty (30) days of the date of determination. For a student who does not return from an approved Leave of Absence, the date of determination is the scheduled return date.
- Leave of Absence: if a student does not return from an approved LOA, the withdrawal date is the Last Date of Attendance before the LOA, and the refund is calculated from that date.
- Third-party funding (WIOA, VA, MyCAA, etc.): students funded through third-party agencies are subject to the same refund policy and receive no preferential treatment; refunds are issued to the funding agency when applicable.
- Special circumstances: in cases of prolonged illness, accident, death in the family, or documented hardship, the institution may grant a more favorable refund at its discretion.
- Students called to active military service receive, at their option, a full refund of tuition for the interrupted period or a leave of absence with re-enrollment in a subsequent cohort at no additional tuition charge.

This section states the same Cancellation and Refund Policy set out in the Enrollment Agreement; in the event of any discrepancy, the signed Enrollment Agreement controls.

Academic Standards and Policies

Definition of a Clock Hour and a Module

A clock hour is a period of 60 minutes that includes a minimum of 50 minutes of supervised or directed instruction and appropriate breaks. A module is a defined unit of instruction within the program with its own objectives, content, clock hours, and evaluation. The Dental Assistant Certificate Program consists of eight modules (see Module Schedule): seven instructional modules of one or two weeks each, delivered in sequence over Weeks 1–13, and the externship (Module 8, EXT 101), which is completed alongside the instructional modules beginning in Week 1. Each instructional module is made up of the lecture (DA), laboratory (LAB), and review and examination (PE 101) courses scheduled for those weeks in the Course Outline. Learning in each module is evaluated through quizzes, laboratory/practical competency evaluations, and assignments. DASA's program examinations are the midterm examination (Module 3), the written radiography examination (Module 4), the practical radiography examinations (Module 5), and the final examination, which includes expanded duties (Module 6).

Credit Hour Policy

DASA measures its program in clock hours, not credit hours. All program length, attendance, and completion requirements are expressed in clock hours. The program is not designed to award, and does not translate into semester or quarter credit hours. For the purposes of this policy, a clock hour is defined as 50 to 60 minutes of instruction within a 60-minute period.

Grading System

Grade	Numerical Range	Description
A	90 – 100	Excellent
B	80 – 89	Above Average
C	75 – 79	Average (minimum passing grade)
F	Below 75	Failing
P / NP	—	Pass / No Pass (Externship, Module 8)
I	—	Incomplete — must be resolved within 14 calendar days or converts to F
W	—	Withdrawal

Module grades are based on written examinations, quizzes, laboratory/practical competency evaluations, and assignments as specified in each module syllabus. A minimum cumulative (overall) grade average of 75% (C) is required to pass the program. Final percentages are rounded to the nearest whole number (for example, 74.5% rounds to 75%). The externship is graded Pass/No Pass based on the site supervisor's final performance evaluation, timesheet verification, and demonstrated clinical competencies.

Grade Changes, Incompletes, and Module Repeats

A student who believes a grade was recorded in error may request a review by the instructor within seven (7) calendar days after the grade is posted; the School Director resolves any dispute. Because the modules are sequential and build upon one another, a failed module cannot be repeated separately with another cohort. Students who are experiencing academic difficulty are expected to seek assistance promptly so that tutoring, academic advisement, or supervised practice can be provided before the module ends. A student who does not pass an examination (the midterm and final examinations and the radiography and expanded duties examinations) receives tutoring and review and may retake that examination once at no cost. A student who passes the retake receives the minimum passing grade of 75% (C) for that examination. A student whose overall program grade (cumulative average) is below 75% (C) must re-enroll with a new cohort, complete the program again from the beginning, and pay tuition and fees again; this requirement applies to the overall program grade, not to individual examinations. A student who is unable to complete the program for a documented, valid reason may request approval from the School Director to transfer to a subsequent cohort to complete the remaining program requirements, subject to review, available space, and any applicable academic, attendance, financial, and maximum-timeframe requirements.

Satisfactory Academic Progress (SAP)

All students must maintain satisfactory academic progress (SAP) to remain enrolled and to graduate. This policy is published in the catalog and is communicated to students at orientation and at the beginning of the program. SAP standards are cumulative, include all periods of enrollment, and are applied consistently to all students in the program. Progress is measured qualitatively and quantitatively, a student must meet both standards.

SAP Standards

1. **Qualitative standard:** a minimum cumulative grade average of 75% (equivalent to a “C”). There is no “D” grade. A student who does not pass an examination may retake it once at no cost, and a student whose cumulative grade average is below 75% must re-enroll and repeat the program (see Grade Changes, Incompletes, and Module Repeats).
2. **Quantitative standard:** a minimum cumulative attendance of 93% (no more than twenty-two (22) of the 320 scheduled clock hours missed). Externship hours and Orthodontic Skills Lab assignment hours are tracked through externship timesheets and platform time logs and are included in this calculation.
3. **Maximum timeframe:** Students must complete the program within its published timeframe, not to exceed 14 weeks or 330 scheduled clock hours, including time spent repeating modules. Approved leaves of absence do not count toward this limit. A student who cannot mathematically complete the program within the maximum timeframe will be dismissed or offered the option to transfer to another cohort.

Evaluation Points

SAP is formally evaluated at the end of every module. The evaluation at the end of Module 3 (Week 6, approximately 50% of scheduled hours) also serves as the program’s midpoint review. Each evaluation assesses both the qualitative (grade) and quantitative (pace) standards. Evaluation results are discussed with the students and documented in the student’s academic file. If a student does not meet a SAP standard, the school provides

verbal advisement and an opportunity to correct the deficiency. If the deficiency is not corrected by the applicable evaluation point, the student receives written notice and any required academic advisement or improvement plan. A student who meets both standards at an evaluation point is making satisfactory progress until the next evaluation.

Warning, Probation, and Dismissal

1. A student who falls below either SAP standard at a formal evaluation point is placed on academic warning for the next evaluation period and receives written notice and an academic advisement plan. The student may continue to attend during the warning period.
2. A student who fails to meet SAP at the end of the warning period is placed on probation for one final evaluation period, with a written improvement plan that, if followed, will restore compliance by a specific point.
3. A student who fails to meet SAP at the end of probation, or who cannot mathematically complete within the maximum timeframe, is dismissed from the program.

Appeals, Mitigating Circumstances, and Reinstatement

A dismissed student may appeal in writing to the School Director within 10 calendar days of the dismissal notice. The appeal must document mitigating circumstances (for example, serious illness or injury of the student or an immediate family member, death in the family, or other extraordinary circumstances) and include a definitive statement of what has changed in the student's situation that will allow the student to meet SAP standards by the next evaluation. If the appeal is granted, the student is reinstated on probation with a written academic plan that, if followed, will enable the student to meet SAP standards by a specified point in time. Appeal decisions are issued in writing within 10 business days and are final. Students dismissed by SAP who do not appeal, or whose appeal is denied, may apply for re-admission with a subsequent cohort after demonstrating that the conditions that caused the failure have been resolved.

Leave of Absence and Third-Party Funding

Periods of approved Leave of Absence are not counted against SAP. For students receiving VA education benefits or other third-party funding, failure to maintain SAP is reported to the funding agency as required, and benefits may be interrupted or terminated in accordance with the agency's rules.

Effect of Grades, Withdrawals, and Repetitions

- **Incomplete grades:** an incomplete must be resolved within the make-up period; an unresolved incomplete is recorded as failing and affects the qualitative standard.
- **Course/module withdrawals:** hours not attended count as absence and affect the quantitative (pace) standard.
- **Examination retakes:** a student who passes a retake receives the minimum passing grade of 75% (C) for that examination, which replaces the failing score with the qualitative standard; time spent repeating counts toward the maximum timeframe.
- **Non-credit remedial coursework:** not applicable; the program does not include remedial coursework.
- **Transfer of credit:** the institution does not accept transfer credit from other institutions or between programs; therefore, transfer hours do not affect SAP. Readmitted students re-enter under the SAP standards in effect at readmission, and prior enrollment counts toward the cumulative measures and the maximum timeframe.

Attendance Policy

Because the program is measured in clock hours and prepares students for employment in a professional healthcare setting, attendance is recorded daily for every scheduled instructional hour. Attendance includes the 13 scheduled in-person class days, lecture hours, general dentistry lab hours, orthodontic skills lab, and externship hours. Students record attendance electronically through the DASA Pulse App using Wi-Fi clock-in which is integrated into our Network IP address, externship hours are recorded in a timesheet and subsequently entered into DASA Pulse App.

The following standards apply:

1. **Minimum attendance:** Students must maintain a minimum cumulative attendance rate of 93% of scheduled class hours — that is, a student may miss no more than twenty-two (22) of the 320 scheduled class hours over the course of the program. This is an absolute requirement for the completion of the

program. Missed instructional time must be made up through approved make-up sessions. *Tardiness and early departures:* Students must arrive by the scheduled class start time provided for their cohort. A student who arrives more than 15 minutes after the scheduled start time, or departs early, is credited only for the instructional time attended, and the time missed counts as absence. Three tardies or early departures during the program trigger mandatory academic advisement.

2. **Consecutive absence — automatic withdrawal:** A student who does not attend for two (2) consecutive scheduled class days without an approved Leave of Absence is automatically withdrawn from the program, and the Cancellation and Refund Policy is applied based on the Last Date of Attendance (LDA).
3. **Notification:** Students must notify the school in advance of any anticipated absence; absences do not excuse program obligations.
4. **Externship attendance:** Students follow the externship site's schedule, record daily hours on timesheets approved by the site supervisor, and are subject to weekly attendance review by school staff. All one hundred (100) externship hours must be completed and verified.

Attendance records are maintained by the institution and are available to any agency providing educational financial assistance to the student, upon proper request.

ATTENDANCE IS MANDATORY

Make-Up Work

Missed instructional hours, examinations, and laboratory competencies must be arranged with the instructor and completed within seven (7) calendar days of the absence, or before the program ends, whichever occurs first. Make-up work must be supervised, documented, and recorded in the student's attendance record. Approved make-up hours restore attendance credit for SAP purposes and may not exceed 10% of the program, or 32 clock hours. A missed final examination not completed within seven (7) calendar days is recorded as zero.

Leave of Absence (LOA)

A student who is currently enrolled in good standing may request a Leave of Absence for documented circumstances, including medical condition, family emergency, military obligation, or jury duty. The following requirements apply:

1. The request must be submitted in advance, in writing, signed and dated by the student, stating the reason and the expected return date. If unforeseen circumstances prevent an advance request, the institution may grant the LOA provided it documents the reason and collect the signed request within a reasonable time.
2. Because the program is delivered in a 13-week sequential cohort format, an approved LOA may extend only until the student can resume training with the next available cohort. The leave period and return date are determined case by case, documented in writing, and may not exceed 13 weeks.
3. The School Director approves or denies the request in writing. Approved LOAs are documented in the student's file.
4. No additional tuition or fees are charged because of an approved LOA, and the maximum program timeframe and Enrollment Agreement completion date are extended by the length of the leave.

A student who fails to return by the scheduled return date is withdrawn; consistent with the Enrollment Agreement, the withdrawal date is the Last Date of Attendance before the leave, and the Cancellation and Refund Policy are applied from that date.

Program of Study
Dental Assistant Certificate Program

Educational Objectives and Occupational Outcome

The physical demands of chairside dental assisting include prolonged standing or sitting, manual dexterity, visual acuity, and compliance with infection-control and safety protocols. Graduates who are unable to perform chairside assisting duties may still apply the knowledge and transferable skills gained through the program to other employment opportunities, such as dental insurance, dental sales, reception, office administration, or related dental and medical support roles, subject to employer qualifications and any applicable licensing or certification requirements.

The Dental Assistant Certificate Program prepares graduates for entry-level employment as Dental Assistants (Standard Occupational Classification 31-9091) in General and specialty Dental practices, dental clinics, and dental service organizations.

Typical entry-level duties include chairside assisting and four-handed dentistry, instrument sterilization and infection control, preparation of dental materials, exposure of dental radiographs (upon meeting Georgia Board of Dentistry requirements), patient reception and education, and dental office administrative procedures.

The program requires no prerequisites beyond the admission requirements.

Modules are delivered in sequence beginning with foundational science and safety content progressing through clinical and administrative skills to comprehensive review and career readiness (Modules 1–7); the supervised externship (Module 8) is completed alongside the instructional modules, beginning in Week 1.

Program Chart

Program / Credential	Lecture Hours	Laboratory Hours*	Externship Hours	Total Clock Hours	Length
Dental Assistant Certificate Program	87	133	100	320	13 weeks

**Laboratory hours include 43 hours of on-campus clinical and simulation laboratory and 90 hours of structured laboratory assignments completed on the Orthodontic Skills Lab learning platform outside scheduled class time (LAB 118). Assignments are tracked by time-on-task logs and reviewed with an instructor at each class session.*

The program is measured in clock hours only, and no credit hours are awarded.

The maximum class size is 25 students in both classroom and laboratory settings, with a maximum student-to-instructor ratio of 25:1 in lecture and 13:1 in laboratory sessions. Laboratory sessions with more than 13 students are staffed by at least two instructors. Up to four (4) instructors may be assigned to each cohort.

Module Schedule

Module	Weeks	Module title and examinations	LEC	Campus Lab	Orthodontic Skills Lab	EXT	Total
1	1–2	Foundations: the profession, dental anatomy, infection control, and radiography principles	15.5	4.5	16	–	36
2	3–4	Dental materials, oral pathology, pediatric dentistry, prosthodontics, and endodontics	14.5	5.5	24	–	44
3	5–6	Radiography in depth, anesthesia, medical emergencies, and CPR; midterm examination	12.5	7.5	16	–	36
4	7–8	Orthodontics, periodontics, and expanded duties I; written radiography examination	10	10	16	–	36
5	9–10	Expanded duties II, oral surgery, and front office procedures; practical radiography examinations	11	9	18	–	38
6	11	Final examination (including expanded duties) and clinical review	5.5	4.5	–	–	10
7	12–13	Comprehensive review, credentialing, and career readiness	18	2	–	–	20
8	1–13	Externship (EXT 101) at an approved dental practice, completed alongside Modules 1–7; graded Pass/No Pass	–	–	–	100	100
		Total clock hours	**87**	**43**	**90**	**100**	**320**

Course Outline – Dental Assistant Certificate Program

Module	Week	Topics (courses)	LEC	Campus Lab	Orthodontic Skills Lab	EXT	Total
1	1	Introduction to the profession; human dentition, tooth anatomy, and dental terminology; career preparation (resume, job search, interviewing, professionalism); dental chair, PPE, and operatory infection control **(DA 101, DA 104, DA 105, DA 122, LAB 101, LAB 118)**	9	1	8	–	18

Module	Week	Topics (courses)	LEC	Campus Lab	Orthodontic Skills Lab	EXT	Total
1	2	Dental radiography principles, positioning, and Rinn holders; tissues surrounding the teeth; bones and muscles of the head and neck, TMJ, and sinuses; instrument transfer and four-handed dentistry; radiographic technique **(DA 103, DA 106, DA 107, DA 108, LAB 102, LAB 104, LAB 118)**	6.5	3.5	8	–	18
2	3	Dental materials (direct and indirect restorations, composites and amalgam, crowns and veneers, bonding, liners, and bases); oral cavity, salivary glands, immune system, universal precautions, and hepatitis; oral pathology; pediatric dentistry; sealants; radiographic technique **(DA 111, DA 110, DA 112, DA 109, LAB 113, LAB 104, LAB 118)**	7	3	16	–	26
2	4	Fixed prosthodontics (crown and bridge, post and core, retraction cord, temporary crowns, laboratory slips); endodontics; removable prosthodontics; intraoral scanning and model trimming; midterm review **(DA 114, DA 115, DA 113, PE 101, LAB 110, LAB 106, LAB 118)**	7.5	2.5	8	–	18
3	5	Radiography in depth; topical and local anesthesia; restorative materials and composites on typodonts; radiographic exposure; treatment preparation and clean-up; pre-midterm competency check-offs **(DA 121, DA 116, LAB 107, LAB 104, LAB 103, LAB 118)**	4.5	5.5	8	–	18
3	6	Midterm examination; medical emergencies in the dental office; radiography in depth (written examination review); CPR training and certification **(PE 101, DA 120, DA 121, LAB 116, LAB 118)**	8	2	8	–	18
4	7	Orthodontics; periodontics; orthodontic laboratory procedures and rotations; dental charting; pre-final competency check-offs **(DA 117, DA 118, LAB 117, LAB 105, LAB 118)**	4.5	5.5	8	–	18
4	8	Written radiography examination; expanded duties (bruxism appliances, periodontal dressing, in-office bleaching, desensitization, fluoride); home-care instructions; mock radiography practical; three-unit bridge trimming; four-handed dentistry **(PE 101, DA 123, LAB 104, LAB 110, LAB 109, LAB 102, LAB 118)**	5.5	4.5	8	–	18
5	9	Expanded duties (nitrous oxide, dry socket); oral surgery; final review; coronal polishing, flossing, and fluoride treatment; CBCT imaging; oral surgical procedures **(DA 123, PE 101, DA 119, LAB 114, LAB 104, LAB 115, LAB 118)**	5	5	18	–	28
5	10	Front office procedures; nitrous oxide; ethical and legal issues; oral surgery; practical radiography examinations; endodontic instruments and rubber dam; anesthetic syringe preparation **(DA 122, DA 123, DA 102, DA 119, LAB 104, LAB 111, LAB 112)**	6	4	–	–	10
6	11	Final examination (including expanded duties); radiography in depth; periodontics review; radiography practicals; pedodontic procedures; dental charting **(PE 101, DA 121, DA 118, LAB 104, LAB 108, LAB 105)**	5.5	4.5	–	–	10
7	12	Comprehensive review; ethics, credentialing, and licensure; career readiness; oral pathology review; final competency laboratory **(PE 101, DA 102, DA 122, DA 109, LAB 106, LAB 107)**	8	2	–	–	10
7	13	Comprehensive program review; expanded duties review; career readiness and transition to employment **(PE 101, DA 123, DA 122)**	10	–	–	–	10

Module	Week	Topics (courses)	LEC	Campus Lab	Orthodontic Skills Lab	EXT	Total
8	1–13	Externship at an approved affiliated dental practice, completed alongside classes from Week 1; activities sequenced to completed coursework; midterm and final evaluations **(EXT 101)**	–	–	–	100	100
		Total clock hours	**87**	**43**	**90**	**100**	**320**

Each class week includes ten (10) hours of lecture and on-campus laboratory. Orthodontic Skills Lab hours (LAB 118) are structured laboratory assignments completed on the Orthodontic Skills Lab learning platform outside scheduled class time, tracked by time-on-task logs, and reviewed with an instructor at each class session. Externship hours (EXT 101) are completed at the externship site on non-class days. Program totals: Lecture 87; Laboratory 133 (43 on campus + 90 Orthodontic Skills Lab); Externship 100; Total 320 clock hours.

Externship Competency Hours (EXT 101 – 100 hours)

Competency area	By midterm	By final	Total
Patient interaction / front desk management	3	3	6
Instrument recognition	3	3	6
Instrument passing	13	13	26
X-ray techniques	7	7	14
Charting	3	2	5
Alginate impressions / scanning	3	3	6
Infection control	6	7	13
Four-handed dentistry	6	6	12
Interaction with the dental team	6	6	12
Total externship hours	**50**	**50**	**100**

Legend: LEC – Lecture | Campus Lab – On-campus laboratory | Orthodontic Skills Lab – Orthodontic Skills Lab assignments (LAB 118) | EXT – Externship

Graduation Requirements

To graduate and receive the Dental Assistant Certificate, a student must:

1. Successfully complete all eight modules and 320 scheduled clock hours within maximum timeframe. This means the student must finish the 13-week program within no more than 14 weeks, or 330 scheduled clock hours, including any repeated modules; approved leaves of absence are excluded from this calculation;
2. Achieve a cumulative grade average of at least 75% (C) for the program;
3. Achieve a cumulative minimum attendance of 93% (no more than twenty-two (22) of the 320 scheduled clock hours missed), with all one hundred (100) externship hours completed and verified.
4. Receive a Pass evaluation on the externship final performance evaluation; and
5. Satisfy all financial obligations to the institution.

Upon successful completion of all graduation requirements, students in the Dental Assistant program are awarded a Certificate. The institution does not award degree-granting credits or hours; the program is measured in clock hours.

Course Descriptions

DA 101 - Introduction to the Profession - (1 hour of lecture)
Students are introduced to the profession of Dentistry and the responsibilities of the dental health team which includes the dentist, hygienist, the front office personnel and the back office personnel. (Prerequisite: None)

DA 102 - Ethical and Legal Issues - (2.5 hours of lecture)
Students will learn the ethics governing dentistry and the various governmental agencies entrusted with the regulation of the dental profession to ensure and protect the public from incompetent and unethical practices. Topics include licensure procedures and credentialing. (Prerequisite: None)

DA 103 - Dental Radiography - (3 hours of lecture)
Students will learn the basic principles of X-Ray. The operating principle of the X-Ray Machine is also discussed. Topics also include types of film exposures and film processing errors. (Prerequisite: None)

DA 104 - Human Dentition - (2 hours of lecture)
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 using the Universal Numbering System for permanent and primary teeth. (Prerequisite: None)

DA 105 - Composition of Teeth and Dental Terminology - (2 hours of lecture)
Students will learn the different parts of the tooth. Topics include cervix, apex, dental pulp, tissues of the teeth such as enamel, dentin and cementum. Also includes discussion of anatomical landmarks of the tooth and dental terminology. (Prerequisite: None)

DA 106 - Tissues Surrounding the Teeth - (1 hour of lecture)
Students will learn the tissues supporting the human teeth. Topics include the alveolar process, the periodontal ligament and the gingiva (gums) which are collectively known as the periodontium. (Prerequisite: DA104)

DA 107 - Bones of the Head - (1 hour of lecture)
Students will learn the basic anatomy and physiology of the human skull. Topics include the cranium and the bones of the face. (Prerequisite: None)

DA 108 - Muscles of the Head and Neck and Temporomandibular Joint (TMJ) and Paranasal Sinuses - (1.5 hours of lecture)
Students will learn the muscles of the head and neck and the temporomandibular joint which connects the maxillary and mandibular jaws. Topic also includes paranasal sinuses which are the air cavities in the bones above and each side of the nasal cavities. (Prerequisite: None)

DA 109 - Oral Pathology - (2 hours of lecture)
Student will learn the nature of diseases that affect oral structures and regions nearby. Topics include discussion on how to distinguish normal from abnormal conditions in the oral cavity. (Prerequisite: None)

DA 110 - Oral Cavity, Salivary Glands and Immune System - (2 hours of lecture)
Students will earn the cavity of the mouth and the salivary glands which are located outside the oral cavity. Topics include discussion of infectious diseases that can be transmitted from the patient in a dental environment. (Prerequisite: None)

DA 111 - Dental Materials - (3 hours of lecture)
Students will learn various materials used in dentistry. Topics include cavity varnishes and liners, dental cements, surgical cements/periodontal dressing, glass ionomer cements, composites, sealants and dental amalgams. (Prerequisite: None)

DA 112 - Pediatric Dentistry - (1 hour of lecture)
Specialty limited to the dental care of children. The students will learn the special requirements prior to treatment of children. Topics include informed consent from guardians, behavioral management of children during treatment and the common pediatric dental procedures. (Prerequisite: None)

DA 113 - Removable Prosthodontics (RPD) - (1.5 hours of lecture)
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 appointment with patient. (Prerequisite: None)

DA 114 - Fixed Prosthodontics - (3.5 hours of lecture)
Complete restoration, or the replacement, of one or more teeth in a dental arch. The students will learn the different types of fixed prosthodontics restorations. (Prerequisite: None)

DA 115 – Endodontics - (1.5 hours of lecture)
More commonly referred to as Root Canal Therapy. The students will learn the steps in a root canal procedure and the different instruments and materials required. (Prerequisite: None)

DA 116 - Topical and Local Anesthesia - (2 hours of lecture)
Application of anesthetics to oral tissues. The students will learn the properties of anesthesia and when and where they are used. (Prerequisite: None)

DA 117 – Orthodontics - (3 hours of lecture)
Prevention and correction of dental and oral deviations. The students will learn the various types and causes of malformations and malocclusions and how they are corrected. (Prerequisite: DA104)

DA 118 – Periodontics - (3 hours of lecture)
Deals with the prevention and treatment of periodontal diseases which is the most common cause of tooth loss. The students will learn the causes of periodontal disease, symptoms, examination procedures and treatment. (Prerequisite: None)

DA 119 - Oral Surgery - (2 hours of lecture)
Involves with removing of teeth, treating jaw fractures, bone and tissue grafts and removal of tumors and cysts and reconstruction of oral and dental deformities. The students will learn the various procedures and instruments use in oral surgery. (Prerequisite: None)

DA 120 - Medical Emergencies in the Dental Office - (2.5 hours of lecture)
Risk associated with providing medical and dental care. The students will learn how to respond to medical emergencies. (Prerequisite: None)

DA 121 - Radiography In Depth Overview - (7 hours of lecture)
The students will have an in depth review of subjects likely to be encountered on the written radiography examination. A good grasp of this subject will greatly enhance the student's likelihood of passing the written examination. (Prerequisite: DA103)

DA 122 – Front Office Mgt. and Resume Preparation - (10.5 hours of lecture)
Student learns front office duties, reception, record keeping, patient scheduling and general office management/maintenance. The students will also learn how to write effective resumes. (Prerequisite: None)

DA 123 - Expanded Duties - (10.5 hours of lecture)
Students study the expanded-function topics in DASA's expanded duties curriculum, including bruxism appliances, periodontal dressing, in-office bleaching, desensitization, fluoride, coronal polishing, nitrous oxide, and dry socket procedures, and complete the expanded duties examinations. Completing this course does not by itself authorize a graduate to perform expanded duties; see the Certification and Licensing Disclosure. (Prerequisite: DA 111)

Lab Sessions – Subject Descriptions

LAB 101 - Dental Chair and Infection Control (PPE) – (1 hour of lab)
Students will learn the different components of the dental operatory and dental chair. They will be taught how to operate the dental chair and the various associated instruments

The goals of infection control are discussed together with Occupational Safety and Health Administration (OSHA) requirements and standards. Students are taught how to don the various Personal Protective Equipment (PPE) required in the dental clinic. (Prerequisite: None)

LAB 102 – Infection Control: Maintaining the Operating Field, Dental Instruments and Trays - (2.5 hours of lab)
Students will learn the techniques in maintaining the operating field clean, visible, accessible and comfortable for the patient. They will also learn the various dental instruments, how they are organized to the tasks they are to perform and separated onto trays. During this session, a clinical video of the set-up and breakdown of dental operatory will be shown. (Prerequisite: LAB101)

LAB103 – Infection Control: Treatment Preparation and Clean-up - (1.5 hours of lab)
Students will learn the procedures performed by the dental assistant prior to seating a patient in the operatory. Students are taught to follow the Centers for Disease Control (CDC) Guidelines in effective infection control. They will also learn the various procedures required to be accomplished following dental treatment (Prerequisite: LAB101)

LAB 104 - Radiography Basics and X-Ray Procedures - (11.5 hours of lab)
Students will learn basic x-ray techniques. They will also learn how to take full mouth series of x-rays. Students will be asked to take x-rays, developing and mounting radiographs. (Prerequisite: LAB101, DA103 &DA104)

LAB 105 - Dental Charting - (3.5 hours of lab)
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 students are taught and asked to prepare a dental chart using appropriate symbols, abbreviations and Black Cavity Classifications. (Prerequisite: DA104)

LAB 106 - Alginate Impressions, Laboratory Materials and Techniques - (2 hours of lab)
Students will learn that Alginate Impressions are taken in order to capture an accurate three dimensional duplication of a patient's teeth and/or surrounding tissues. Students are taught how to get alginate impressions. Students also learn to take impressions using silicon and gypsum. (Prerequisite: DA104)

LAB 107 - Restorative Materials and Techniques - (3 hours of lab)
Students will learn the use of bonding agents to be used between the tooth structures and the restoration. They are taught to prepare bonding agents using various instruments. In addition to the actual demonstration, a clinical video of amalgam restoration and composite resin restoration is shown to the students during this session. (Prerequisite: None)

LAB 108 - Pedodontic Procedures - (1.5 hours of lab)
Students will learn the procedure performed if the pulp of a primary or newly erupted permanent tooth has been exposed. Students are taught to setup trays for the pulpotomy and stainless crown placement procedure. Students are also taught how to mix Zinc Oxide Eugenol (ZOE) base and permanent cement. A clinical video of crown preparation is shown during this session. (Prerequisite: DA104 & DA111)

LAB 109 - Removable Prosthodontics - (1 hour of lab)
Students will learn the steps involve in the fabrication and installation of complete (full) and partial dentures. Students are asked to practice putting tray set-ups together for each stage of removable and Prosthodontic fabrication and delivery. (Prerequisite: DA113)

LAB 110 - Fixed Prosthodontics - (2.5 hours of lab)
Students will learn the proper technique for expelling impression materials. They are taught how to fabricate and adjust temporaries. (Prerequisite: DA114)

LAB 111 - Endodontic Instruments and Procedures - (1 hour of lab)
Students will learn endodontics (root canal) procedures and the various materials and instruments use. Students are taught to place the rubber dam on the typodont. (Prerequisite: DA115)

LAB 112 – Techniques in Administering Anesthesia - (1 hour of lab)
Students will learn the proper use of anesthesia in the dental practice. Students are taught how to load syringes, proper passing techniques and safe recapping techniques. (Prerequisite: DA116)

LAB 113 - Placing Sealants and Home Bleaching - (1.5 hours of lab)
Students will learn that newly erupted and caries free teeth benefit from sealants. Students are taught how to apply sealants and bleaching techniques. (Prerequisite: None)

LAB 114 - Periodontal Treatment, Coronal Polishing, Oral Hygiene and Preventive Dentistry - (3 hours of lab)
Students will learn the various steps and instruments used in sealing, prophylaxis and coronal polishing. Students are taught the techniques in passing periodontal instruments and are taught how to assemble the ultrasonic scaler correctly. Additionally, they will be taught the process of removing stained and soft deposits from the clinical crown of a tooth. (Prerequisite: DA118)

LAB 115 - Oral Surgical Procedures - (1 hour of lab)
Students will learn the instruments needed for routine surgical and dental extraction. Students are taught instrument passing in the correct order for a typical tooth extraction and how they are passed over a patient. To further enhance classroom demonstration, a clinical video of oral surgical procedure is shown to the students during this session. (Prerequisite: DA119)

LAB 116 – CPR Training and Certification - (2 hours of lab)
Students are taught how to administer Cardio Pulmonary Resuscitation. Training will be conducted by representatives of the local American Red Cross or Fire Department. Upon completion of this training students will be awarded Certificates of Completion. (Prerequisite: None)

LAB 117 - Orthodontic Laboratory Procedures - (3.5 hours of lab)
Students practice orthodontic assisting procedures on typodonts in supervised laboratory rotations, including band removal and orthodontic instrument identification. (Prerequisite: DA 117)

LAB 118 - Orthodontic Assisting Laboratory Assignments (Orthodontic Skills Lab) - (90 hours of lab)
Structured laboratory assignments completed on the Orthodontic Skills Lab learning platform outside scheduled class time, covering oral and dental anatomy, orthodontic appliances, arch wires, headgear and elastics, secondary appliances, application of appliances, removal and retention, diagnostic records, radiographs in the

orthodontic practice, and orthodontic models and scanning. Sections are assigned weekly, student time on task is tracked by the platform, and each assignment is reviewed with an instructor at the following class session. All assigned sections must be completed by Week 10. (Prerequisite: None)

PE 101 - Examinations and Comprehensive Review - (18 hours of lecture)
Midterm and final written examinations (including the combined expanded duties examination), the written radiography examination, scheduled midterm and final review sessions, and comprehensive program review in Weeks 12 and 13. Practical radiography examinations and competency checkoffs are completed in the related LAB courses. (Prerequisite: None)

EXT 101 - EXTERNSHIP - (100 hours)
Students complete one hundred (100) hours of supervised externship at an approved affiliated dental practice under a signed site agreement, beginning in Week 1 and continuing alongside classes on non-class days. Externship activities are sequenced to coursework already completed: early weeks emphasize observation, patient reception, and infection control, and chairside and radiographic duties begin only after the related competencies are checked off on campus. Externs work under a qualified on-site supervisor, are monitored by the DASA Externship and Placement Coordinator, record hours on supervisor-approved timesheets, and are evaluated at midterm (50 hours) and final (50 hours) against the Externship Competency Hours shown in the Course Outline.

Certification and Licensing Disclosure

Mandatory requirements (26A): The State of Georgia does not license or certify Dental Assistants, and no State or National certification examination is required to obtain entry-level employment as a dental assistant in Georgia. Dental assistants work under the supervision of a licensed dentist. Certain expanded duties — including exposing dental radiographs and performing coronal polishing or sealants — may be performed only after the assistant meets the training requirements established by the Georgia Board of Dentistry.

Optional credentials (26A): Graduates may voluntarily pursue nationally recognized credentials, including the Dental Assisting National Board (DANB) Radiation Health and Safety (RHS) and Infection Control (ICE) component examinations, and, after meeting DANB work-experience requirements, the Certified Dental Assistant (CDA) credential.

Measures taken by the institution (26B):

(i) Related coursework: radiography — DA 103 Dental Radiography, LAB 104 Radiography Basics and X-Ray Procedures, and DA 121 Radiography In Depth Overview; infection control — DA 110, LAB 101, LAB 102, and LAB 103; expanded duties — DA 123 Expanded Duties, LAB 113, and LAB 114; CPR — LAB 116; orthodontic assisting — DA 117, LAB 117, and LAB 118. DASA's radiography and expanded duties courses are approved by the Georgia Board of Dentistry. Radiography and infection-control content is aligned with the DANB RHS and ICE examinations.

(ii) Test preparation and review: DA 121 provides an in-depth review for the written radiography examination, and PE 101 includes scheduled midterm, final, and comprehensive review sessions. A student who does not pass an examination receives remedial instruction and support and may retake that examination once at no cost.

(iii) Test vouchers: the institution does not provide vouchers for DANB or other external certification examinations.

(iv) On-site testing: the written and practical radiography examinations and the expanded duties examination are given on campus; students who pass receive certificates of completion for these Board-approved courses. CPR/BLS training (LAB 116) is completed on campus, and the CPR certificate is issued by the American Red Cross. The Orthodontic Level 1 and Clear Aligners certificates are issued by Trapezio, the technology tool used in the Orthodontic Skills Lab (LAB 118). The institution does not administer DANB examinations.

(v) Fees: each examination and certificate listed above, including one retake of each examination at no cost, is included in tuition; additional attempts at the Trapezio orthodontic examination are $25 each (see Schedule of Fees). The institution does not pay or reimburse DANB examination fees.

Student Conduct and Termination Policy

Students are expected to conduct themselves with the professionalism required in dental and healthcare settings, including respect and courtesy toward instructors, staff, classmates, patients, and visitors; academic integrity; compliance with all safety and infection control protocols; protection of school property and equipment; strict

patient confidentiality; and professional use of social media (no posting of confidential patient information or unauthorized photographs of training activities).

Prohibited conduct includes harassment or discrimination; threatening or aggressive behavior; possession of weapons on campus; possession or use of illegal drugs or alcohol; theft or vandalism; falsification of records; academic dishonesty (cheating, plagiarism, falsifying clinical documentation, unauthorized use of instructional materials); and any behavior that jeopardizes safety or disrupts the learning environment.

Violations may result in disciplinary action up to and including termination from the program. Progressive discipline is applied where appropriate: verbal warning, written warning, academic/conduct probation, suspension, and dismissal. Serious violations — including weapons possession, violence, theft, drug distribution, or breaches of patient confidentiality — may result in immediate dismissal. A student terminated for conduct is subject to the Cancellation and Refund Policy based on the LDA and may appeal the termination in writing to the School Director within 10 days calendar.

Professional Appearance and Dress Code

Students and instructors must maintain an 'Operatory Ready' standard at all times: clean, pressed uniforms or professional clothing; closed-toe professional footwear; good personal hygiene; hair secured away from the face and shoulders; facial hair neatly trimmed; minimal, conservative jewelry (no tongue, nose, or facial piercings; no large or dangling jewelry); visible tattoos covered whenever possible; professional, minimal makeup with artificial eyelashes kept to a length that allows safety glasses to be worn properly; and no strong fragrances. Personal appearance must not interfere with required protective equipment (safety eyewear, gloves, masks, and clinical protective clothing). Students who arrive not Operatory Ready may be asked to correct the issue before participating in class or clinical activities.

Drug and Alcohol Abuse Prevention

The unlawful possession, use, distribution, or sale of illegal drugs or alcohol on school premises or during any school-sponsored activity is strictly prohibited, as is being under the influence while attending class or training. Because dental assisting training involves clinical instruments and procedures requiring concentration and safety, any student suspected of impairment may be removed from the learning environment immediately. Violations may result in discipline up to dismissal, and matters involving illegal substances may be reported to law enforcement. Students who believe they may have a substance abuse problem are encouraged to seek assistance; the school provides referral information for community counseling and treatment resources, and voluntarily seeking help will not by itself result in disciplinary action.

No Weapons Policy

The possession or use of weapons — including firearms, non-instructional knives or blades, explosive devices, ammunition, martial arts weapons, or any object used or intended to cause bodily harm — is prohibited on school property and at school-sponsored activities, regardless of permit status, except as required by law or authorized for law enforcement. Suspected weapons should be reported to the administration immediately. Violations may result in immediate removal from campus, suspension, or dismissal, and referral to law enforcement.

Crime Awareness and Campus Security

The institution is committed to campus safety. Students should report criminal activity, suspicious behavior, or emergencies to school administration immediately and to local law enforcement by calling 911 when appropriate. Exterior doors are secured outside operating hours, and incidents on campus are documented by the administration. Students are encouraged to take common-sense precautions, including securing personal belongings and traveling in groups after dark.

Student Records and the Family Educational Rights and Privacy Act (FERPA)

The institution guarantees each student (and, for dependent minors, the parent or guardian) the right to access his or her educational records. Under FERPA, students have the right to: (1) inspect and review their educational records within 45 days of a written request to the School Director; (2) request amendment of records believed to be inaccurate or misleading, and, if the request is denied, to a hearing and to place a statement in the record; (3) consent to disclosures of personally identifiable information, except for disclosures FERPA permits without consent — including disclosures to school officials with legitimate educational interests, to agencies funding the

student's training (such as the VA or WIOA), pursuant to a lawfully issued subpoena, or in a health or safety emergency; and (4) file a complaint with the U.S. Department of Education, Student Privacy Policy Office, 400 Maryland Avenue SW, Washington, DC 20202, concerning alleged failures to comply with FERPA. The institution does not publish a student directory and does not release directory information without written consent. Student records are maintained securely and confidentially and retained in accordance with GNPEC requirements: grades and evaluations for at least five (5) years and academic transcripts permanently, protected from fire, theft, and other loss. Each student receives one official transcript at program completion at no charge, provided the tuition account is paid in full; additional official transcripts are $25.00 each (see Schedule of Fees). Transcripts are released only with the student's written consent, except as FERPA permits, and federal or state agencies that require a transcript to monitor a student's progress are not charged.

Copyright Infringement Policy

Unauthorized reproduction or distribution of copyrighted material — including textbooks, curriculum materials, software, images, video, and peer-to-peer file sharing — is prohibited and may subject a student to civil and criminal liability under the U.S. Copyright Act (17 U.S.C. §§ 101 et seq.), including statutory damages of up to $30,000 per work infringed ($150,000 for willful infringement), attorneys' fees, and, for criminal violations, fines and imprisonment. Students who violate this policy are also subject to institutional discipline up to dismissal. Instructional materials provided by the school are licensed for the enrolled student's personal educational use only.

Student Services

Orientation and Academic Advisement

All students attend an orientation before the first day of class. Academic advisement is available throughout the program: instructors provide first-line support, and students may schedule advisement with the Lead Instructor or School Director for academic difficulty, attendance concerns, or SAP warnings. Tutoring and supervised open-lab practice time are available by appointment at no additional charge during school hours; tutoring outside school hours is $50 per session (see Schedule of Fees).

Learning Resources

Students have access to a learning resource collection that includes current dental assisting textbooks and references, state regulatory materials, manufacturer instructions for the equipment and materials used in training and curated online resources accessible from the student learning areas.

Career Services and Placement Assistance

The institution provides placement assistance to students and graduates at no additional charge. Assistance includes resume and cover-letter development in DA 122; interview preparation and mock interviews; guidance on professional portfolios; notification of known job openings received from area dental practices; referrals to employers within the school's professional network; and externship sites frequently serving as a direct hiring pipeline for graduates who perform well. Placement assistance is available to graduates on an ongoing basis upon request. Follow-up surveys of graduates and employers are conducted to improve the curriculum and to help future graduates find employment.

While the institution actively assists with employment searches, Dental Assistant School of Atlanta LLC does not and cannot guarantee employment or any wage to any student or graduate.

Personal Counseling and Housing

The institution does not provide personal or mental-health counseling or student housing. Students needing personal counseling, childcare, transportation, or similar support are provided with referral information for appropriate community resources. Students are responsible for their own housing and transportation.

Student Complaint and Grievance Procedure

Step 1 — Informal Resolution

A student with a concern should first discuss it with the instructor or staff member involved. Most concerns are resolved at this level.

Step 2 — Written Complaint to the School Director

If the concern is not resolved informally, the student should submit a written, signed, and dated complaint to the School Director describing the issue, the individuals involved, the dates, and the resolution sought. The School Director (or a designee, if the Director is the subject of the complaint) investigates and issues a written decision within 7 business days of receipt. Complaint records, including the resolution, are retained in the institution's complaint log. No adverse action is taken against any student for filing a complaint in good faith.

Step 3 — Georgia Nonpublic Postsecondary Education Commission (GNPEC)

A student who is dissatisfied with the institution's resolution may file a complaint with the state authorizing agency: Georgia Nonpublic Postsecondary Education Commission, 2082 East Exchange Place, Suite 220, Tucker, Georgia 30084; (770) 414-3300; gnpec.georgia.gov; complaint information: gnpec.georgia.gov/student-resources/complaints-against-institution.

Step 4 — ACCET Complaint Procedure During the Initial Accreditation Process

ACCET and its institutions share a commitment to providing quality education and training. Students should first seek a fair and reasonable resolution through the institution’s internal complaint procedure, including submitting a written complaint when required. ACCET reviews complaints that concern its standards or policies and fall within the accrediting agency’s authority.

1. Complete the institution’s formal complaint procedure. If the matter remains unresolved, submit a written complaint using the online form at accet.org/about-us/contact-us.
2. Provide the institution’s name and location; a detailed description of the issue; the approximate date or dates involved; and the names and titles of the individuals involved.
3. Explain the steps already taken to resolve the complaint and include evidence that the institution’s complaint procedure was followed before contacting ACCET.
4. Include the complainant’s name, email address, telephone number, mailing address, and status with the institution. ACCET will maintain anonymity upon request.
5. Attach relevant supporting documents, such as the Enrollment Agreement, syllabus, or correspondence. ACCET acknowledges receipt of complaints within 15 business days.

ACCET Contact Information
Accrediting Council for Continuing Education & Training (ACCET)
1722 N Street NW, Washington, DC 20036
Phone: (202) 955-1113
Website: **www.accet.org**

Student Disclosures

- The institution does not guarantee employment or any level of compensation to graduates upon program completion or graduation.
- The institution does not accept credit for previous education, training, work experience (experiential learning), or CLEP (see Transfer of Credit Policy; a VA-required evaluation applies to students using VA benefits).
- Clock hours completed at DASA are not guaranteed to transfer; any decision on transferability rests with the receiving institution. Information may be obtained from the School Director.
- The institution reserves the right to reschedule a program start date when the number of scheduled students is too small.
- The institution reserves the right to discontinue a student's training for unsatisfactory progress, nonpayment of tuition, or failure to abide by school rules.
- The institution is not responsible for any statement of policy or procedure that does not appear in the school catalog.
- If the institution cancels a program after enrollment, all monies paid will be refunded.
- Program names and clock hours listed in this catalog are consistent with the institution's state authorization and pending accreditation applications.
- The information in this catalog is true and correct to the best of the institution's knowledge as of the date of publication. The institution reserves the right to revise policies, tuition, and schedules; changes are published in catalog addenda and do not retroactively alter the terms of a signed Enrollment Agreement. In the event of any discrepancy between this catalog and a signed Enrollment Agreement, the Enrollment Agreement controls.

Catalogs are available to students and prospective students. Within 10 days from the date of a catalog revision, the revised catalog shall be submitted to the State Board.

GNPEC Student Disclosure Form

Dental Assistant School of Atlanta, LLC
1690 Stone Village Lane, Suites 421 & 422
Kennesaw, GA 30152

1. Enrollment Agreement & Catalog

   I have read and received a copy of the enrollment agreement, or equivalent document, and the school catalog. I understand that the terms and conditions of these documents are not subject to amendment or modification by oral agreements. _____ Student's Initials

2. School Outcomes

   I have read and received a copy of the school's self-reported, unaudited retention, graduation, and placement rates for the preceding year as well as the most recent Georgia licensure test results, if applicable, for the program I am entering. _____ Student's Initials

3. Employment

   I understand that upon successful completion of my training program, this school will provide placement assistance. However, I understand that the school does not guarantee any graduate a job. I have not been guaranteed employment to earn a specific salary range upon graduation. _____ Student's Initials

4. Refund Policy

   I have reviewed the refund policy provided in the catalog and am aware that the institution attests to the fact that this policy meets the Minimum Standards set forth by the Georgia Nonpublic Postsecondary Education Commission. _____ Student's Initials

5. Complaint Procedure

   I have reviewed the complaint procedure provided in the catalog and am aware that, after exhausting the institution's procedure, I have the right to appeal the institution's complaint determination to the Georgia Nonpublic Postsecondary Education Commission. _____ Student's Initials

6. Authorization and Accreditation Status

   I understand that the institution in which I am enrolling has been issued a Certificate of Authorization by the Georgia Nonpublic Postsecondary Education Commission. This status indicates that the institution has met the Minimum Standards established by Georgia Code (§20-3-250.6). Although authorized, I understand that this institution is not accredited by a U.S.-based accrediting association recognized by the United States Secretary of Education; therefore, I am not eligible for Federal Student Aid. Additionally, as is the case with all postsecondary institutions, both accredited and unaccredited, there is no guarantee that my credits will transfer to another institution. _____ Student's Initials

Student's Signature:_____Date:_____

School Representative's Signature:_____Date: _____

*Student must receive a copy of this form, and a copy must be kept in the student's file.