

CALENDAR



KDM Dental College International Inc. is proud to announce our achievement as an Accredited Program.

The Dental Assisting program at KDM Dental College is a CDAC accredited program.

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

HEAD OFFICE

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

EDMONTON OFFICE

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

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SINCE 1986

MISSION STATEMENT:

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

EDUCATIONAL OBJECTIVES:

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

METHOD OF DELIVERY:

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

DENTAL CLINIC:

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

KDM PLACEMENT AGENCY:

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

OFFICE HOURS:

Students wanting to apply for a program or course should telephone the Registrar's Office at (403) 264-2744 Calgary, (780) 423-6863 Edmonton or 1-800-463-9201 for exact dates and costs. Office hours are Monday through Friday (except holidays) 7:30am - 3:00pm.

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

The Dental Assisting program at KDM Dental College is a CDAC Accredited Program.

Note: Sufficient enrollment is required for courses to be offered Program dates, costs and times are subject to change. Program Update: January 15, 2010.

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DENTAL ASSISTING PROGRAM

- The Dental Assisting program at KDM Dental College is a CDAC Accredited Program.
- KDM Dental College dental assisting graduates with intra-oral skills since 1995: **over 1,000**
- Percentage of KDM Dental Assisting program students passing the National Board Dental Examining Board Examination first writing as reported by the NDAEB on August 7, 2008: **100%**
- Percentage of students employed in their field as reported to Alberta Learning in April 2009: **over 90%**

This 28 week full time program is comprised of 920 hours and has a maximum intake of 24 students per location/term:

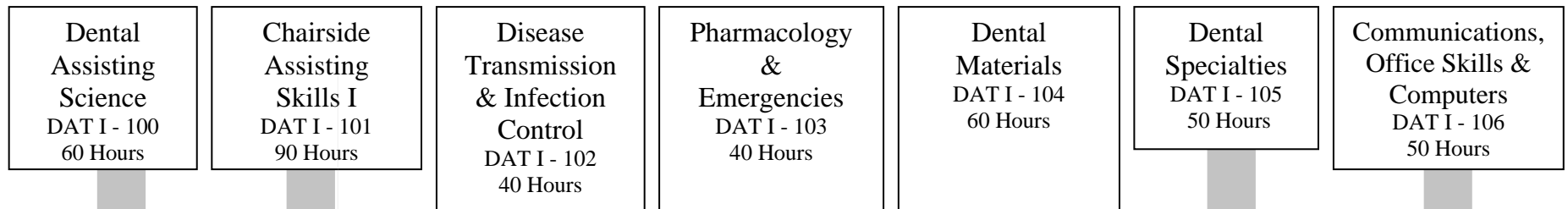
- Term I – Theory: 390 hours
- Term II – Clinic 390 hours
- Practicum 140 hours (4 weeks hands-on experience with a dental practice)

The program includes the following:

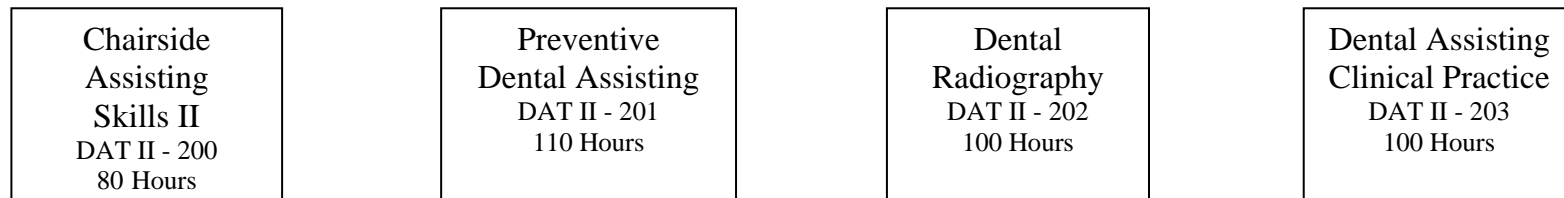
- Introduction to the Dental Profession
- Attitude & Professionalism
- History of Dentistry
- Personal and Professional Appearance
- Dental Health Team
- Outlining Your Legal & Ethical Responsibilities
- Anatomy & Physiology
- Oral Embryology & Histology
- Tooth Morphology
- Microbiology & Oral Pathology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

KDM Dental College
Dental Assisting Program
Curriculum Plan

TERM I (12 weeks) - 390 Hours



TERM II (12 weeks) - 390 Hours



Dental Office Practicum
(4 weeks) – 140 Hours

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Program Entrance Requirements And Admission:

Students must have attained one of the following:

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

Acceptance into the Dental Assisting program:

Students must also complete the following prior to being admitted into the program (all forms are provided by the school): (Some exceptions may apply).

- Completed Graduate Report
- Completed questionnaire to be reviewed by admission's officer.
- Proof of four hour observation report signed by the dentist.
- If the student has successfully met all acceptance requirements and is given admission approval the student will complete a KDM Dental College Contract of Tuition (must be signed by a parent or guardian if applicant is under 18 years of age) and pay a \$150.00 registration fee (\$300.00 registration fee for courses commencing after August 1, 2010), which will be applied towards program tuition. **KDM accepts a maximum of 24 students per semester (based on first come, first qualified).**
- Dental screening examination by the student's dentist.
- Medical examination by the student's physician
 - KDM Dental College **highly recommends** immunizations, including Hepatitis B, tetanus and a mantou test for students attending the dental assistant program to ensure they are immunized as currently recommended for health care workers. (Please provide a copy of your immunization record).
- CPR – Healthcare Provider Certificate

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

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

Contract Cancellation/Refund of Fees:

Cancellation of student contract by either the school or the student is governed by the provisions of Alberta Regulation 66/94, which is attached to and forms part of the student contract.

Dental Assisting Program Commencement Dates:

- | <u>2010</u> | <u>2011</u> | <u>2012</u> |
|--------------------------------------|---------------------------------------|---------------------------------------|
| • March 1, 2010 – September 10, 2010 | • February 14, 2011 – August 26, 2011 | • February 13, 2012 – August 24, 2012 |
| • May 25, 2010 – December 03, 2010 | • May 16, 2011 – November 25, 2011 | • May 14, 2012 – November 23, 2012 |
| • August 16, 2010 – March 11, 2011 | • August 15, 2011 – March 09, 2012 | • August 13, 2012 – March 08, 2013 |
| • November 08, 2010 – June 03, 2011 | • November 07, 2011 – June 01, 2012 | • November 05, 2012 – May 31, 2013 |

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Program Tuition:

Tuition \$11,293.00 + Books \$340.00 + Supplies \$5,355.00 = Total Fee \$16,988.00 – (CDN FUNDS)

For classes commencing after August 1, 2010:

Tuition \$11,972.00 + Books \$340.00 + Supplies \$5,676.00 = Total Fee \$17,988.00 – (CDN FUNDS)

All course related monies are due by/on the first day of classes. Students receiving student loans should have these loans signed by a KDM loans officer and processed at the post office prior to the start date of their program.

Students should pick up their books (cash only) 2 weeks prior to class start date. Students receiving funding from Student Loans should be prepared to purchase books. All students should secure books prior to starting the course.

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

Prior to class start date:

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

After program commencement:

- | | |
|--|----------|
| 10. National Dental Assisting Board Theoretical Examination | \$350.00 |
| 11. Professional Membership (fees vary), Provincial/State Registration | \$300.00 |

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

** Books are non-refundable

** These fees are subject to change without notice.

Financial Assistance:

Financial assistance, either through Government of Alberta Student Loans Departments or banking institutions, may be available for those who qualify. Alberta Finance (student funding) 1-800-222-6485 or www.alis.gov.ab.ca

Attendance/Class Conduct:

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

Academic Information:

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

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

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

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Termination/Probation:

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

Academic Appeals And Grievances:

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

In General:

- KDM's Accredited Dental Assistant program provides graduates with:
 - the opportunity to apply for provisional registration with the College of Alberta Dental Assistants, allowing them to work while awaiting the results of the NDAEB examination and subsequent registration; and
 - the portability to practice their skills across Canada (subject to provincial regulations)
- During clinical and laboratory practice sessions students will act in the role of the patient for their classmates. Clinical application of certain skills, such as dental dam placement, prophylaxis (polishing), radiographs (x-rays), fluoride treatment, preliminary impressions, desensitization, nutritional counseling, pit and fissure sealants may be provided. All procedures will be supervised and comply with the approved processes as mandated by the provincial dental regulatory body and will occur after sufficient time has been spent learning and practicing the skills on a dental mannequin.
- Students may be required to submit provide six to seven patients for clinical procedures. One patient may be a minimum age of 12 years, with the remaining patients being at least 16 years of age.
- Students must dress professionally. Uniforms (including safety glasses, lab coats and white nursing shoes) must be used exclusively for clinical/classroom purposes and worn commencing with the first day of classes.
 - Hand, Nails – nails should be kept short and not extend past the fingertip, polish and/or artificial nails are not permitted.
 - Jewelry – no earrings, rings, necklaces, bracelets or watches are permitted
 - no tongue or facial piercings are permitted for safety/infection control reasons
- Students must inform the school of any changes in name or mailing address.
- No smoking in KDM facilities.
- Students are expected to study approximately two to three hours per day beyond regular classroom time.
- All students are expected to respect and treat school property with care.
- KDM reserves the right to deny a student access to classroom, lab and clinical facilities if required documentation (physician's report including proof of vaccination or waiver) and a dental examination report is not submitted.
- No school information will be given about the student (except for official reports required by the Alberta Government, Student Finance Departments, Professional Dental Assisting Associations or regulatory bodies) without the student's written agreement.
- Students are eligible to apply for the NDAEB theoretical examination upon completion of the Dental Assisting program. Upon successful completion of the National Dental Assisting Examining Board requirement, students may complete their registration requirements for licensure as a Dental Assistant in Alberta with the College of Alberta Dental Assistants.
- Tuition fees totaling more than \$100.00 may be eligible for an income tax receipt and will be mailed directly to the student in February. A \$30.00 fee is charged for a duplicate copy.
- Students must have proof of a valid Healthcare Provider CPR Certificate, throughout the program including the practicum.
- Students must have a radiation dosimeter throughout clinical sessions (as indicated by local radiation regulations).

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Graduation Requirements:

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

College of Alberta Dental Assistants Licensure Requirements for KDM Dental College

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

Dental Assisting Continuing Education Classes/Clinical Refreshers

Post – Graduate Refreshers and Reviews

Five comprehensive reviews consisting of 120 questions each are designed to provide potential board examination candidates with the opportunity to test their knowledge using typical examination questions. The questions are intended to assist the candidate in building their level of preparedness. The format for the review includes simple and complex multiple choice questions and case studies (vignette). There is an answer sheet, answer key and a detailed rationale for each question/answer.

The reviews include a selection of questions from the following categories:

- Conduct Appropriate to a Professional Setting
- Dental Health Education
- Dental Sciences
- Clinical Care Procedures
- Client Care Procedures
- Practice Management Procedure
- Laboratory Procedures
- Intra Oral Procedures

Code	Description	Fee	Total
PGDR1	Review #1	\$30.00 + GST	\$31.50
PGDR2	Review #2	\$30.00 + GST	\$31.50
PGDR3	Review #3	\$30.00 + GST	\$31.50
PGDR4	Review #4	\$30.00 + GST	\$31.50
PGDR5	Review #5	\$30.00 + GST	\$31.50

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Dental Assisting Continuing Education Courses

<u>DACE001</u>	<u>Impressions for Study Casts (taking of)</u>	Cost: \$330.00	
Prerequisite:	CPR Basic Rescuer Level HCP is recommended	Maximum Students: 10	Maximum Hours: 8.0
March 6, 2010	Saturday	8:00am - 4:00pm	
<u>DACE002</u>	<u>Dental Dam Application and Removal</u>	Cost: \$550.00	
Prerequisite:	CPR Basic Rescuer Level HCP is recommended	Maximum Students: 10	Maximum Hours: 14.0
March 7, 13, 2010	Sunday, Saturday	8:00am - 3:00pm	
<u>DACE003</u>	<u>Radiography - Intraoral and Panoramic Exposures</u>	Cost: \$790.00 (additional \$25.00 dosimeter fee)	
Prerequisite:	CPR Basic Rescuer Level HCP is recommended	Maximum Students: 10	Maximum Hours: 24.0
March 14, 20, 2010	Sunday, Saturday	8:00am - 4:00pm	
April 25, May 1, 2, 8, 2010 – clinic	Sunday, Saturday, Sunday, Saturday	8:00am - 4:00pm	
	* students will require 6-7 patients on clinic days	*students must register one month in advance	
<u>DACE004</u>	<u>Coronal Polish, Application of Anticariogenic Agents</u>	Cost: \$2,130.00	
Prerequisite:	CPR Basic Rescuer Level HCP is recommended	Maximum Students: 10	Maximum Hours: 80.0
March 21, 27, 28, 2010	Sunday, Saturday, Sunday	8:00am - 4:00pm	
April 10, 11, 17, 2010	Saturday, Sunday, Saturday	8:00am - 4:00pm	
April 25, May 1, 2, 8, 2010 – clinic	Sunday, Saturday, Sunday, Saturday	8:00am - 4:00pm	
	* students will require 6-7 patients on clinic days		
<u>DACE005</u>	<u>Expanded Skills</u>	Cost: \$570.00	
Prerequisite:	DACE 001, DACE 004 required; CPR Basic Rescuer Level HCP is recommended	Maximum Students: 10	Maximum Hours: 15.0
May 15, 16, 2010	Saturday, Sunday	8:00am – 3:30pm	
	•DACE005 Expanded Skills includes 6 duties	1. Topical Anesthetic	2. Pit & Fissure Sealants
		3. Matrices & Wedges	4. Bases & Liners
		5. Suture Removal	6. Desensitization
Note:	•\$250.00 each skill if skill is taught with expanded skills class or other individual(s)		
	•\$420.00 each skill if skill is taught on an individual basis.		
<u>DACE006</u>	<u>Intra-Oral Provisional Restorations and Retraction Cord Placement</u>	Cost: \$540.00	
Prerequisite:	DACE 001, DACE 002, DACE 004, and DACE 005 required; CPR Basic Rescuer Level HCP is recommended	Maximum Students: 10	Maximum Hours: 16.0
May 29, 30, 2010	Saturday, Sunday	8:00am - 4:00pm	
<u>DACE008</u>	<u>Tooth Whitening</u>	Cost: \$170.00	
Prerequisite:	DACE 001, DACE 002, DACE 004, and DACE 005 required; CPR Basic Rescuer Level HCP is recommended		
	Home Study		
<u>DACE009</u>	<u>Prior Learning Assessment</u>	Cost: \$560.00	
Prerequisite:	Chair Side Dental Assisting Education Program required; CPR Basic Rescuer Level HCP is recommended		
Clinic: 4.0 hours	Dates: TBA		
<u>COM1001</u>	<u>Computerized Practice Management Overview</u>	Cost: \$405.00	
Prerequisite:	Dental Background	Maximum Students: 6	Maximum Hours: 8.0
TBA	TBA	8:00am - 4:00pm	
<u>DACR000/DATR000</u>	<u>Clinical/Theoretical Refresher - Guided Practice</u>	Cost: \$140.00 per hour (minimum 3 hours)	
Prerequisite:	Dental Education background required; CPR Basic Rescuer Level HCP is recommended		

These are individual classes - please call Registrar 264-2744 ext 225 for the next available date.

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