

UEDAS



UNITED EXCHANGE
DENTAL ASSISTING
SCHOOL

APPLY TODAY
8 Week Program



Volume 1 | November 2022

12223 W. Giles Road
La Vista, NE 68128
www.UEDAS.org | (402) 506-7057

  @unitedexchangedas

Ownership

United Exchange Dental Assisting School was founded in partnership with Dr. Takanari Miyamoto, DDS, PhD, CAGS, MSD, MBA, Dr. Varsha Kadyan, BDS, MDS, Kanoe Sakamoto and Rosa Dionicio.



Members

SCHOOL BOARD, ADMINISTRATIVE AND INSTRUCTIONAL MEMBERS



**DR. TAKANARI MIYAMOTO, DDS, PHD,
CAGS, MSD, MBA
SCHOOL ADVISOR**

Dr. Miyamoto is a member and leader of United Exchange Dental Assisting School. He received his DDS and MBA from Creighton University, obtained his MS from Boston University and PhD from Nihon University. Recently highlighted by the American Academy of Periodontology Foundation as one of the "Top 25 Greatest Educators Shaping the Future of Dental Specialty". Dr. Miyamoto has over ten years of educational experience lecturing at Boston University and Creighton University. He has served our Omaha community as Department Chair of Periodontics and Director of Predoctoral Program at Creighton University, president of Omaha District Dental Society. He is currently a member of the executive board of Southwest Society of Periodontics and is on the editorial advisory board for the Journal of Periodontology, the editorial board of the Journal of Oral Science and a member of Honor Dental Society-Omicron Kappa Upsilon. In addition to being an educator, Dr. Miyamoto is the executive founder of multiple organizations including his full time practice where he advances the field of dentistry through education and innovation. In his free time, Dr. Miyamoto enjoys spending time with his family at the cafe or skiing in Colorado.



**KANOE SAKAMOTO
SCHOOL ADMINISTRATOR, INSTRUCTOR**

Kanoe is the School Administrator for United Exchange Dental Assisting School. She graduated from Creighton University with a Bachelor's of Science in Health Administration and Policy in 2017. Kanoe has over 5 years of general and specialty experience as an assistant in the dental field. Kanoe has since moved into an administrator role where she enjoys championing dental assistants to be servant leaders within the community and to be amazing support systems for their fellow dental assistants, dentists, hygienists and patients. On her free time, Kanoe enjoys hiking and kayaking with her family and two dogs.

ROSA DIONICIO
CLINICAL DIRECTOR, INSTRUCTOR

Rosa is the Clinical Director for United Exchange Dental Assisting School. She attended school in Peru to be a dental lab technician. After moving to Omaha, NE in 2001 she began working as a dental assistant. Since then, she has opened her own dental lab and now works as an administrator. Rosa has 20 years of dental experience, over 5 years experience of educating and had taught and mentored 100+ dental assistants. Rosa is living proof that there is growth in the dental field by starting as a dental assistant. Rosa's passion is to do just that - to jump start her student's career in dentistry and to also encourage them to make a career out of it! In her downtime, Rosa enjoys cycling and being a mother to her son.



DR. VARSHA KADYAN, BDS, MDS
SCHOOL DIRECTOR, INSTRUCTOR

Dr. Kadyan is the School Director for United Exchange Dental Assisting School. Dr. Kadyan completed her residency in Oral and Maxillofacial Radiology at the University of Connecticut Health Center, School of Dental Medicine leading to a certificate and a Master of Dental Science degree. She is an active member of several professional organizations including: American Dental Association, American Society of Head and Neck Radiology, Texas Dental Association and the American Academy of Oral and Maxillofacial Radiology. Dr. Kadyan is also the CEO and Chief Oral and Maxillofacial Radiologist at the most advanced dental digital imaging center with multiple locations in the United States. She dedicates herself to education where she presents and lectures at various conferences, seminars and Dental Schools in the United States and in India. Dr. Kadyan enjoys traveling and spending time with her family.

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Equipment

CLASSES WILL BE HELD IN A FULLY EQUIPPED AND STATE OF THE ART DENTAL OFFICE. STUDENTS WILL HAVE ACCESS TO:

- | | | |
|---------------------------|----------------------|-------------------------------|
| -PPE | -Handpieces | Model vibrator + trimmer |
| -Air water syringes | -Instruments | -Light cure guns |
| -Suctions | -Digital xray units | -VPS impression material |
| -Amalgamators | -Panoramic machine | -Alginate impression material |
| -Autoclave | -Cephometric machine | -Restorative materials |
| -Ultrasonic cleaning unit | -CBCT xray machine | -Specialty specific materials |



Location

LA VISTA, NE

Students will learn in a newly built dental facility that contains up to date dental technology and study materials. Our clinical class is currently located at 12221 W. Giles Road in La Vista, NE. our facility is about 20 minutes from Downtown Omaha, Elkhorn or Gretna.



Introduction

United Express Dental Assisting School, LLC operating as United Exchange Dental Assisting School is committed to help students gain new knowledge and acquire professional skills to apply to be a dental assistant in a highly regarded field. During this 8-week program, students will dive into an environment where they are stimulated to learn, grow professionally, develop decision making skills and practice problem-solving skills needed to meet the demands of the profession.

Dental assisting is a reliable and progressive career for young professionals and existing professionals looking for a new career. Dentists across the United States are experiencing a lack of qualified and skilled dental assistants in their practices. According to the Bureau of Labor Statistics, employment as a dental assistant is projected to grow more than the average job occupation for the foreseeable future, making this a great career to invest in.¹ United Exchange Dental Assisting School will provide students with the knowledge, skills and confidence to enter the field as a competitive entry level applicant.

Our curriculum is designed into three parts. During the didactic lecture hours, students will learn about dental terminology, equipment, instruments, procedures, ethics, employability skills and leadership. Throughout the clinical hours, students will be given the opportunity to practice their manual dexterity. Finally, at their externship, students will apply all of their knowledge and fine tune their skills to gain confidence with patients and within the dental clinic. Students will also experience the day to day responsibilities as a dental assistant and observe efficient practice and patient management.

UEDAS MISSION

United Exchange Dental Assisting School empowers students to maximize their potential through uniquely designed evidence-based education

UEDAS VISION

We produce star dental assistants. Driven by our passion for education and hunger for innovation, we are committed to foster a community for students and dental assistants to be the best in the profession.

CORE VALUES

Service - Team Player - Innovation

PROGRAM OBJECTIVE

The Dental Assisting Program thoroughly and efficiently trains and prepares students for a position as a Dental Assistant in a general dental office.

¹ Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, Dental Assistants, at <https://www.bls.gov/ooh/healthcare/dental-assistants.htm> (visited September 08, 2022).

TRANSFER OF CREDITS

Credits from other programs and from other schools will not be transferred to this school. No credits will be granted for course work completed at other schools, previous work experience or training. United Express Dental Assisting School does not guarantee the transferability of its credits to any other institution unless there is a written agreement with another institution.

8-Week Course

COURSE ONLINE - TOTAL LENGTH 288 HOURS

Course Outline

Subject	Didactic	Clinical	Externship	Total Hours
Charting, Anatomy and Disinfection.	3	8		11
Impressions and Models	3	8		11
Dental Radiography	3	8		11
Dental Dams and Preventative	3	8		11
Restorative Dentistry	3	8		11
Provisional Coverage	3	8		11
Specialties I and II	6	16		22
Externship			200	200
TOTALS	24	64	200	288

Note - Under supervision, dental assistants students may:

- Learn/practice placing topical local anesthesia, to monitor nitrous oxide, to assist taking X-rays.
- A licensed dentist may delegate to dental assistants only those procedures for which the dentist exercises supervision and assumes full responsibility.
- Training in Radiography/X-ray area must be for dental assisting purposes.
- DANB's Note on Allowable Dental Assisting Functions. In Nebraska - All dental assistants may "Perform infection control and occupational safety procedures".
- The following training is not permitted: Placing or contouring of a final restoration, Scaling of teeth, including subgingival regions and root planing with hand and ultrasonic instruments, Diagnosis and treatment planning, Surgery on hard or soft tissue, Administering of local or general anesthetics, Any other irreversible dental procedure or procedures which require the professional judgment and skill of a licensed dentist, Any intraoral procedure which would lead to the fabrication of any prosthesis, Chemical curettage.
- To perform coronal polishing procedures under the indirect supervision of a licensed dentist in Nebraska, a dental assistant must: Be at least 18 years of age, and graduate from a accredited dental assisting program which includes a coronal polishing course, OR complete one year (1,500 hours minimum) of clinical work experience as a dental assistant and a Nebraska Board-approved course in polishing procedures.

TUITION

Description	Course Instruction	Books/Lab Supplies	Scrubs/PPE	*Radiology Certification	CPR Certification	Total Tuition
Fee	\$3,350	\$450	\$100	\$500	\$100	\$4,500

*Radiology Certification is HIGHLY recommended before graduation. UEDAS will help to register students for the course when UNMC School of Dentistry or Creighton University School of Dentistry offers the course. Radiology certification course can be optional. Students can choose to attend UNMC or Creighton University for instance. School can be responsible for arranging enrollment to this course as part of the UEDAS enrollment agreement and tuition policies at no extra cost to the student. If school is responsible for registering the student as indicated, such course will need to be completed by the time the student graduates from UEDAS.

SUPPLIES

Students will need to provide their own access to a computer, laptop, smart phone or tablet for didactic classes and communication. The following will be provided to students in their tuition:

- Textbook "Essentials of Dental Assisting 6th Edition by Debbie S. Robinson and Doni L. Bird"
- Workbook "Student Workbook for Essentials of Dental Assisting 6th Edition by Debbie S. Robinson & Doni L. Bird"
- 6 month access to Online Practice Application
- Scrubs, Protective Eyewear, Name Badge
- Personal Protective Equipment
- Supplies for clinical class lab work/practice

SCHEDULE OF PAYMENTS

Date of deposit:	\$150
Date (1st day of class):	\$1,450
Date (4th week of class):	\$1,450
Date (6th week of class):	\$1,450

(Payments can be made in full or in scheduled payments by Visa/MC/Amex/Disc)

REFUND POLICY

I. 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: whether the postponement is for the convenience of the school or student and a deadline for the new start date, beyond which the start date will not be postponed.

II. 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 an appropriate refund of prepaid tuition and fees within 30 days of the deadline of the new start date set forth in the agreement.

III. If cancellation occurs within seventy-two (72) hours of enrollment, all monies paid shall be refunded.

IV. The official date of termination for refund purposes is the last date of recorded attendance. All refunds will be made within 60 days from the date of termination.

IV. If cancellation occurs after seventy-two (72) hours of enrollment, but before resident class begin, or distance education materials are delivered, a refund shall be made of all tuition paid except a registration fee not to exceed one hundred fifty dollars (\$150.00)

V. If cancellation occurs after resident class have begun or after distance education material have been delivered, the school shall adhere strictly to the refund policy published in the school catalog or in the enrollment agreement. Once books and supplies have been issued, they become the property of students and any refunds on them shall be at the discretion of the school

I. Refunds will follow the schedule below, minus a book and supply fee of \$550

Within first 10% of program. 90% refund

After 10% but within first 25% of program. 75% refund

After 25% but within first 50% of program. 50% refund

After 50% but within first 75% of program. 25% refund

After 75% of program. No refund

VI. The school shall make all refunds due within 60 days following a student's official drop date, or in the case of a student who does not return to school at the expiration of an approved leave of absence, within 60 days following the last day of that leave of absence.

VII. The school shall maintain accurate records of attendance to assist in establishing the last day of attendance of any student enrolled at the school

VIII. A full refund is due an individual whose admission is denied by the school

PLACEMENT ASSISTANCE

The UEDAS offers job placement assistance to all graduates with a GPA of 3.0 or higher. Resume writing and interview skills are taught to all students. However, UEDAS does not guarantee job placement after the completion of the Program.

ENROLLMENT

Meeting times are Tuesdays 5:00-8:00pm and Saturdays 9:00am-5:00pm (1 hour lunch)

START - END DATES

January 3rd, 2023 - February 25th, 2023 June 20th, 2023 - August 19th, 2023

February 28th, 2023 - April 22nd, 2023 August 22nd, 2023 - October 14th, 2023

April 25th, 2023 - June 17th, 2023 October 17th, 2023 - December 16th, 2023

January 9th, 2024 - March 2nd, 2024

HOLIDAYS

New Year's Eve - December 31st, 2023/2024	Thanksgiving - November 23-26th, 2023
New Year's Day - January 1st, 2023/2024	Thanksgiving - November 28-30th 2024
Independence Day - July 4th, 2023/2024	Christmas - December 24-26th, 2023

ENTRANCE REQUIREMENTS

Students must be at least 18 years old and possess a high school diploma or GED to be admitted into the Dental Assisting Program. Application is made on the UEDAS website. Enrollment can take place up until the first day of class, depending on availability. After the first day of class, student's applications are only considered for the next session. Late enrollment is not permitted.

ATTENDANCE POLICY

In a short course such as the Dental Assisting Program, regular attendance and punctuality are essential for academic success. Not more than one class may be unexcused without a make-up, and labs must be made up if missed. If a student is absent for more than one class without contacting the school, his/her enrollment may be terminated and a refund will be granted in accordance with the school's official refund policy. Exceptions: Students who are unable to continue classes for medical reasons, severe personal problems or unforeseen circumstances will need to ask and obtain approval from the School Director in writing. A refund will be granted in accordance with the school's official refund policy.

STUDENT RECORDS

Student records (identification, address, emergency information, age, education experience, tuition payments, attendance, immunizations, CPR training, radiology training, testing and graduation) are confidentially kept by the Executive Director, Clinical Director and School Administrator. We will not share any of this information except for state inspection, prospective employers with the student's consent. Students also have the right to review their records, including grades, attendance and financial records at any time.

CERTIFICATION

Upon completion of the course, students will receive a certificate of completion along with their progress report one week after the final date. After graduation, students who have worked as a dental assistant for two or more years can apply to take the State of Nebraska dental assisting assessment to become a DANB-recognized "Certified Dental Assistant (CDA)."

GRADUATION REQUIREMENTS

A minimum overall GPA 2.7 must be achieved before graduation. The program is 8 weeks in length of laboratory/didactic instruction and a 200-hour clinical externship. A Certificate of Completion will be granted to all students who pass the program requirements. In addition, students will receive official transcripts

SATISFACTORY PROGRESS REPORT AND POLICY

Percentage	Grade	GPA	Percentage	Grade	GPA
94-100%	A	4.00	74-76%	C	2.00
90-93%	A-	3.70	70-73%	C-	1.70
87-89%	B+	3.30	67-69%	D+	1.30
84-86%	B	3.00	64-66%	D	1.00
80-83%	B-	2.70	60% & less	F	0.00
77-79%	C+	2.30			

Grades will be reported in letter grades and GPAs / Grades will be available to students on our website. Transcripts will be dynamically produced, downloaded and printed by students from our website. Measurements and evaluations will be taken throughout the program using objective traditional written tests and performance-based activities during labs. A final grade will be issued based on ongoing measurement throughout the term.

UEDAS CODE OF CONDUCT

All students at United Exchange Dental Assisting School are expected to at in accordance to the school's core values, conduct oneself professionally and are required to respect classmates, faculty members, externship teammates and patients to the highest level. Possession of weapons, illegal drugs and alcohol are not allowed at any time on school property and externship sites.

PROBATION POLICY

A student who fails to achieve a passing grade will be placed on probation. Said student will have to decide with an instructor how he/she will increase his/her grade to passing with additional help. If student does not achieve a passing grade by the next assessment, the student may be dismissed.

REASONS FOR DISMISSAL

The UEDAS reserves the right to terminate the enrollment of any student who fails to maintain passing grades, who shows excessive tardiness or absence, who maliciously destroys or damages any school property (in which case the student may be held liable for repair and/or replacement of the damaged property), or who is in violation of the following acts:

1. Possession, use or distribution of drugs and/or alcohol on school property, or during any school activity, including marijuana.
2. Willful abuse of equipment.
3. Insubordination and/or intolerable conduct.
4. Poor attitude or lack of motivation.
5. Unauthorized use of school equipment.
6. Falsification on any document.
7. Cheating or plagiarism.
8. Failure to make payments on due dates
9. Any possession of guns on school property or during externship.

READMISSION POLICY

A student who has been dismissed may appeal the decision to the director, or apply for re-entry. A student who applies for re-entry must show a change in his/her conduct which would merit reconsideration. The re-admitted student can then finish the course, which may include attending classes during the following session.

Externship

The externship is a mandatory part of the Dental Assisting Program. It consists of 200 hours and must take place within a working dental office during operating hours. A check list of skills must be checked off to complete the externship. During the externship, the student is expected to appear wearing OSHA standard dress, and project a professional appearance and manner. Externships sites will be set up by UEDAS. A list of participating dentists/dental offices will be determined at the end of the first week of each course. Students may begin their externship at completion of Week 6.

EXTERNSHIP STUDENT STANDARDS

While performing the Externship, you acknowledge your obligation to:

- Perform all work allocated to you, to the best of your ability.
- Comply with all lawful and reasonable directions and instructions given to you by employees of the School during the course of the externship.
- Comply with any and all School policies and procedures that apply, or may apply, to you during the course of the externship.
- Undergo any and all training that the School deems necessary to enable you to safely and efficiently perform your duties during the externship.

At all times, including after the externship, you agree and acknowledge that:

- You will hold in confidence any information of the School that you become privy to in the course of your externship duties.
- The School owns and retains all rights at all times to the School's intellectual property.

Additionally, you accept that the Externship may be terminated prior to the end date at the sole discretion of UEDAS. This document does not serve as an employment contract, but rather specifies the goals, intent, and details of the Externship. If you have any questions about the terms outlined in this Externship Agreement, please contact your Clinical Director as listed below.

EXTERNSHIP STUDENT GUIDELINES

For the purpose of obtaining work experience and/or specialized training, United Exchange Dental Assisting School has agreed to offer you an unpaid externship of 200 hours to fulfill graduation requirements and as outlined in the "Student Acknowledgement Form." United Exchange Dental Assisting School will place you at one of our externship sites at the beginning of Week 6. Externships may begin shortly after the successful completion of Week 6. The student must complete the externship at the site assigned to them. During the externship, you will complete the tasks, projects, and/or learning outcomes as outlined in "Externship Competency from Student Workbook". The externship is for your experience and educational benefit. You will perform the externship under the supervision of the externship staff.

The externship is an educational experience and you will receive no financial benefits and/or compensation. You are not an employee of UEDAS or the externship site as a result of performing the externship. You are not entitled to employment with UEDAS or the externship site at the conclusion of the externship.

STUDENT COMPLAINTS

Any complaints that may arise can be brought up to the Faculty of United Exchange Dental Assisting School to be addressed. If the matter cannot be resolved directly with the faculty, the student may contact the Program Director of Private Postsecondary Career Schools at the Nebraska Department of Education.

Nebraska Department of Education
Private Postsecondary Career Schools and Veterans Education
P.O. Box 94987
Lincoln, NE 68509-4987
<https://www.education.ne.gov/ppes/contact-us/>