



Registered Dental Assistant - 2024 Course Catalog

TN Professional Training Institute

1630 S. Church St., Suite 302 Murfreesboro, TN 37130

www.TNPTI.com 615.631.8440

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admissions@tnpti.com

The TN Professional Training Institute is authorized by the Tennessee Higher Education Commission. This authorization is based on an evaluation by minimum standards concerning the provision of education, ethical business practices, and fiscal responsibility.

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TN Professional Training Institute

About the Faculty

Nancy Schott - Owner and Director

Email: Nancy@tnpti.com

Nancy received her Bachelor of Arts from Samford University in Birmingham, Alabama after growing up on the beaches of Florida. She spent nearly 30 years around the dental industry as well as many non-profit organizations and now thoroughly enjoys helping students begin their new careers at TNPTI. Nancy likes to travel and spend time with her family which includes her husband and four children who keep her on her toes.

Stephanie Miller - Admissions/Educator

Email: Stephanie@tnpti.com

Stephanie graduated from Daymar College in Murfreesboro, Tennessee with her Bachelor of Science Degree in Healthcare Administration. She has worked in higher Education since 2015. Stephanie loves spending time with her two daughters and working with non-profit organizations. She loves working with her students, watching them excel in their programs and starting their new careers.

CJ Dunn - Admissions/Educator

Email: cj@tnpti.com

CJ is a multi-skilled Phlebotomist who is certified in Therapeutic Phlebotomies, Hemodialysis, Whole Blood donations, and platelet donations. He is a certified medical assistant and Xray technician who has worked in a laboratory setting since 2010. He also is a certified through the American Heart Association as a BLS, CPR, Heart-Saver Instructor. His passion is helping others and teaching students to become the best they can be in any medical setting.

All TN Professional Training Institute instructors hold a minimum of a high school diploma, and three years of practical experience within the last 7 years of the field being taught. Instructors will also hold a valid license in their field where required.



TN Professional Training Institute

About the Faculty Continued

Sheila Cagle R.D.A. - 3 Week Course Instructor

Sheila has been a Registered Dental Assistant for 17 years and has experience in all aspects of dentistry, including orthodontics, oral surgery, and pediatrics. She is also certified in radiology, sealants, N2O monitoring and coronal polishing. Her greatest joy is teaching about dentistry and helping students begin a new career. Sheila has 2 children and 2 grandchildren to love!

Jennie Redd R.D.A. - 10 Week Saturday Instructor

Jennie received her associate degree in applied science and has been a Registered Dental Assistant for more than 6 years. Jennie has her radiology, safety, and expanded functions certifications. She enjoys teaching about the field of dentistry and helping others get a start on a new career and a better future. Jennie has one precious daughter who brings her great joy!

All TN Professional Training Institute instructors hold a minimum of a high school diploma, and three years of practical experience within the last 7 years of the field being taught. Instructors will also hold a valid license in their field where required.

2024 Registered Dental Assisting Course Schedule

All courses have open application and registration, up to and including the first day of class.

3 Week Full-Day Class (M-F) 8:00 am - 5:00 pm <i>(lunch break 12-1pm)</i>	
January 8-26	July 22 - August 9
January 29 - February 16	August 12-30
February 26 - March 15	September 3-20
March 18 - April 5	September 23 - October 11
April 15 - May 3	October 14 - November 1
May 6-24	November 4 - November 22
June 3-21	December 2-20
June 24 - July 19	

10 Week Evening Class (T,W,Th) 5:30 pm - 9:30 pm	
February 13 - April 18	July 9 - September 12
April 23 - June 27	September 17 - November 21

* December class coming soon

7 Week Mid-Day Class (M-Th) 9:00 am - 1:30 pm	
January 8 - February 21	July 22 - September 5 (*no class 9/2)
February 26 - April 10	September 9 - October 23
April 15 - May 30	October 28 - December 12 (*no class Thanksgiving week)
June 3 - July 18 (*no class July 4th week)	

10 Week Saturday Class (Sat.) 7:00 am - 7:00 pm	
January 6 - March 9	June 1 - August 10
March 16 - May 18	October 26 - December 28 (*no breaks on holiday weeks)

15 Week Friday Class (Fri.) 8:00 am - 5:00 pm <i>(lunch break 12-1pm)</i>	
January 19 - April 26	September 6 - December 20 (*no Nov. 29)
May 3 - August 16 (*no July 5)	

Registered Dental Assisting Purpose and Objectives

The goal of this course is to teach students what basic requirements are needed, in conjunction with the state laws of Tennessee, to become a knowledgeable Registered Dental Assistant who can be employed in the modern dental office. This includes their Radiology (X-Ray) certification. Students will receive a Certificate of Completion upon successful completion of TNPTI's course and final exam for dental assisting. Once TNPTI submits the student's records to the Tennessee Board of Dentistry, the student will be able to apply for their license. The student will receive their state license with the designation of "Registered Dental Assistant." The cost of tuition for this program is \$4,999.00.

Over the course of this 120 Hours program, students will learn:

- Four handed dental assisting techniques
- Dental terminology and the Universal Numbering System
- How to sterilize dental instruments and equipment
- How to take impressions and pour up patient models
- How to give patient post op instructions and home care
- How to take notes in the patient's charts
- How to take patient radiographs in compliance with the State of Tennessee's requirements for certification
- How to take digital x-rays
- How to take film x-rays
- How to mount x-rays
- How to write a resume and interview for a dental assisting position
- Personality types in the dental practice
- How to assist on composite and amalgam patient procedures
- How to assist on cleaning and exam procedures
- How to maintain, clean, and sanitize the dental office, classroom, laboratory, public spaces, surfaces, and equipment

Registered Dental Assisting Purpose and Objectives Continued

- Identifying dental instruments
- Completing tray set ups
- How to assist on endodontic procedures
- How to assist on extraction procedures
- How to assist on Oral Surgery procedures
- Crown Preps
- Dental procedures & diagnosis
- Understanding American Dental Association codes
- Understanding insurance terminology
- How to take a patient's blood pressure
- Medications used in a dental practice
- How to respond in case of a dental or medical emergency
- CPR certification

Registered Dental Assisting Facilities and Equipment

The TN Professional Training Institute's 120 Hour RDA program is an intensive, hands-on learning environment. You will spend about half your time on our classroom side, which is equipped with desks and study center, and half your time on our dental lab side, which is equipped with the same equipment used in most working dental offices today.

Below is a detailed list of equipment that you will work with over the course of the 120 Hour program:

General Facility

2 Dental Patient Chairs	1 Intraoral Cameras
2 Assistant Chairs	3 High Speed and 5 Low Speed Handpieces 1
1 PC for use 1 Color Laser Printer	2 Whiteboards for illustrations and exercises
3 Curing Lights	
Tables/chairs for up to 10 students	

Sterilization Lab, Wet Lab Materials & Related Equipment:

Mixing bowls for alginate

Spatulas

Alginate

Model cement

1 Wet sink

1 Model Grinder

10 X-ray holders

2 Digital Radiography Machines

Radiograph Sensors (1 adult and 1 pedio)

Equipment Trays

Packages of Dental Instruments

1 Model Trimmer

2 Dental Vibrator

1 Dremel Hand Tool

1 Ultrasonic Machine

1 Autoclave Machine

1 Cold Sterile

Gloves and Masks for use by students and staff

Safety glasses and lab coats for use by students and instructors

Registered Dental Assisting Admissions

Students wishing to enroll in the TN Professional Training Institute's 120 Hours Dental assisting Program must be:

- 18 years of age or older, as required by the Tennessee State Board of Dentistry
- In good standing with no felony convictions (misdemeanors are not immediate disqualifiers. The TN Board of Dentistry considers misdemeanors upon a case-by-case basis and TNPTI cannot guarantee board approval in the matter of state licensure.)
- Willing to work with patients while giving the best patient care possible
- Be a high school or GED graduate. Official transcripts/GED test scores are required.

If this sounds like you, visit www.TNPTI.com or come by TNPTI to fill out an application today. Full deposit, successful registration with Mia Share or Climb Credit, or confirmation of approval from one of our financial assistance partners is required at least 1 day prior to the first day of class. (Additional information regarding payment options can be found on page 14.) Due to the advanced, hands-on nature of this course, late enrollment will not be allowed.

Registered Dental Assisting Course Requirements

1. Students must be at least 18 years of age.
2. Students must be a high school or GED graduate. Official transcripts indicating date of graduation from high school or GED pass date and scores must be sent to TNPTI.
3. Students are required to maintain an 80% average in order to graduate. If the student does not maintain an 80% average throughout the course, they may be asked to repeat some or all portions of the course.
4. Students are required to purchase black scrubs prior to starting the course and are required to wear them for each session over the course of the 120 hours.
5. Students are required to purchase the textbook *Modern Dental Assisting* by Donni L. Bird and Debbie S. Robinson. (13th Edition or later)
6. Students *must have a clear criminal record. Please see the director if you have any questions regarding this status.*

Student files will be kept securely at TNPTI's corporate office

TNPTI Dress Code

- All students must wear black scrubs during classroom hours.
- All Students must wear closed toed and closed heel shoes during classroom hours.
- The students must wear their hair up if hair length is longer than shoulder length.
- Acrylic nails are not permitted during classroom hours. Natural nails can be painted in French tip or in a clear color. Colored nail polish other than clear is not permitted.
- Lab coats provided by the school should be worn during clinical/lab hours.
- PPEs should be worn at all times during clinical hours.
- To maintain a professional clinical environment, TNPTI students are asked to cover any visible tattoos/body art. Additionally, jewelry is restricted to only one (1) piercing (per lobe) per ear and one (1) wedding band/ring if applicable.

Registered Dental Assisting Conduct

The TN Professional Training Institute is a peaceful, productive place where students come to study dental assisting. Our goal is to provide a pleasant environment for our students, and we ask that you do the same.

- Be respectful of the property and of each other. Try to arrive 10 minutes early for classes.
- All TNPTI students will abide by the TNPTI Code of Honor.
- TNPTI provides complimentary beverages and occasionally food for students to enjoy. Students are also allowed to respectfully consume snacks and drinks during classroom sessions only.
- When in a clinical environment, students will refrain from chewing gum, eating, and drinking during this time.
- Students are required to adhere to TNPTI dress code during all classroom and clinical hours.

TNPTI Code of Honor

Code Defined: It is presumed that any student who enrolls at TN Professional Training Institute is willing to conform to a pattern of mutual trust and honor and shall deal honorably with all members of the TNPTI community. It must be understood that it is the responsibility of each student, faculty, and staff member to preserve, nurture and strengthen this spirit of honor. TNPTI students shall at all times refrain from and discourage all attempts at falsifying information (lying); making untrue statements and disparaging remarks; cheating, stealing; plagiarism and vandalism. When a violation of the Honor Code is detected, the student(s) involved will be brought to the attention of the instructor and the Institutional Director or the Executive Director, who will come to a mutual agreement upon the disciplinary action appropriate for the action against the TNPTI code of honor.

Violations Defined:

"Lying" is defined as any attempt to deceive, falsify, or misrepresent the truth in any matter involving program business. Program business includes, but is not limited to, financial aid information, excuses for absences and statements to instructors and TNPRI Administration in order to reschedule tests or assignments and responses to the queries of TNPTI staff.

"Cheating" is defined as the employment of or rendering of any illicit aid in any assigned work.

"Stealing" is defined as the appropriation of money or property belonging to another person, organization, or the school. This also includes the borrowing of property without the knowledge of the owner.

"Plagiarism" is defined as presenting as one's own work the words or ideas of an author or fellow student. Students should document quotes through quotation marks and footnotes or other accepted citation methods. Ignorance of these rules concerning plagiarism is not an excuse. When in doubt, students should seek clarification from the instructor who assigned the task.

"Vandalism" is defined as intentional, malicious damage to TNPTI property or property belonging to others.

Penalties: For any violation of the TNPTI Code of Honor, the director may impose immediate consequences, up to and including dismissal of the student for the remainder of the program. Dismissed students will not receive a refund for tuition monies paid. Readmission for a student will be granted at the discretion of the Institutional Director.

Registered Dental Assisting Attendance Requirements

The TN Professional Training Institute's Dental Assisting program is an intensive, accelerated, 120 Hours Dental Assisting program. Although we strongly encourage students to attend all 120 hours, students are allowed **one** (1) absence as long as they contact their instructor(s) **at least** one (1) day prior to the missed class. Students are also required to schedule a make-up day (convenient for both the student and instructor(s)) to review, and practice missed materials. Students who miss more than one class will be dismissed and may be moved to the next session at the discretion of the instructor.

TNPTI offers its students the opportunity to have optional and flexible additional lab practice time, in addition to your class time hours, on Saturdays or during Monday to Friday when discussed and arranged, in advance, with your instructor.

Registered Dental Assisting Weekly Progress (Grades)

The instructor will keep a weekly log of students' grades and will communicate with students their updated grades on a weekly basis. However, students are ultimately in charge of keeping track of their own progress in the class and TNPTI is not responsible for students who forget to check their email, messages, etc.

Grading System

101+	A+
90-100	A
80-89	B
70-79	C
60-69	D
0-59	F

W = Withdraw, A student may withdraw at any point during the program and will receive a "W" withdrawal grade on their report card.

I = Incomplete, A student may receive an "I" incomplete grade on their report card if they have not completed the course requirements by the end of their course term. Students will receive a number grade on each of their examinations. Students must maintain an average of 80% or higher in order to pass TNPTI's Registered Dental Assisting program to earn their license.

Registered Dental Assisting Student Services

TN Professional Training Institute's objective is to teach students the skills needed to become a Registered Dental Assistant in the state of Tennessee. Our team will assist students in resume writing, professional etiquette, and interview preparation skills and knowledge.

Our goal is to prepare every student to enter the workforce upon successful completion of their course. Though we do not guarantee our students placement in a job, we make every effort to equip students with the tools needed to obtain employment. In addition, we provide students with many up-to-date available job openings through our private Facebook group, which is only accessible to TNPTI graduates.

Registered Dental Assisting Program Cost & Payment Policy

Effective March 30, 2022 - TNPTI tuition (\$4,999.00) payment options are as follows:

\$4,999.00 - Total Tuition

*Additional processing fees may apply **Tuition assistance may also be available

TNPTI has several tuition options from which to choose. Please make an appointment with our team to review your options and apply. Financing and assistance can be tricky to navigate. We are here to help!

Option 1: Pay in Full \$4,999 (cash, credit/debit card, or check)

Option 2: Mia Share - Payment Plan

Pay for your tuition over time with a Payment Plan. You will make fixed payments until your tuition is paid.

Option 3: Climb Credit - Student Loan

You can apply with a \$0 down payment and get roughly a \$220 monthly payment Apply online at:

<https://climbcredit.com/apply/tnpti>

Option 4: PayPal or PayPal Credit (see www.TNPTI.com)

Option 5: American Job Center - Financial Assistance

If you are interested in financial assistance, please create a profile at www.jobs4tn.gov and then you may apply in person at the American Job Center in your county. This is a need-based program and once you apply, someone from the AJC will contact you to see if you qualify.

Option 6: SkillUp Tennessee - Financial Assistance

You may apply online at: <http://skillup.tennessee.edu/> and click on participants. This is a need-based program for SNAP participants.

TN Professional Training Institute Refund & Cancellation Policy

For the 3 Week and 10 Week Dental Assisting Training Course

Any student enrolling in a course at TN Professional Training Institute is **eligible for a full refund** if the student withdraws from TN Professional Training Institute on or before the first day of classes or fails to begin class on the start date as written in the enrollment agreement. The refund shall equal the sum of all amounts paid or to be paid by or on behalf of the student for the period of enrollment, less an administrative fee of one hundred dollars (\$100.00). If the student has institutional loans, this will include forgiveness of the amounts owed by the student, less an administrative fee of one hundred dollars (\$100.00).

If, after classes have commenced, a student who has enrolled in any TN Professional Training Institute course withdraws, drops out, is expelled, or otherwise fails to attend classes after the first day and until 20% of the course is in session, the refund shall be a pro rata portion of amounts paid, less an administrative fee of one hundred dollars (\$100.00). If applicable, the refund shall include forgiveness of institutional loans. For example, if a student's last day of attendance equals ten percent (10%) of the enrollment period of enrollment, for which the student was charged, TN Professional Training Institute is only entitled to retain ten percent (10%) of the amount paid as well as an administrative fee of one hundred dollars (\$100.00). However, in no instance will TN Professional Training Institute be responsible for any refund in excess of the amount paid by or on behalf of the student.

If, after classes have commenced, a student who has enrolled in any course at TN Professional Training Institute withdraws, drops out, is expelled, or otherwise fails to attend classes after 20% of the course, the student is responsible for one hundred percent (100%) of the tuition, fees and other charges assessed by the TN Professional Training Institute **and will not be issued a refund.**

A student who at any time withdraws, is withdrawn by the institution, or otherwise fails to attend class is entitled to a full refund of any fee for tangible goods or services not delivered to or fully provided to the student.

The refund request must be made in writing via email to info@tnpti.com within 10 days of the first day of missed class.

Registered Dental Assisting Grievance Policy

While we do our best to provide a friendly, conducive environment for learning at the Tennessee Professional Training Institute, we do understand that conflict may arise.

Because we go out of our way to create a positive learning environment, if there is a misunderstanding between students or instructor, parties involved are encouraged to communicate directly in an attempt to work out any misunderstanding.

If the issue has not been resolved after communication attempts have been made, students may get in contact with the Institutional Director, Nancy Schott, at 1630 S. Church St., Suite 302 Murfreesboro, TN 37130 and can be reached by phone at 615-631-8440. The director may ask students to submit their grievance in writing or it may be accepted verbally depending on the nature of the grievance. The Institutional Director will act on the grievance and inform all involved parties of their discussion verbally or in writing within 7 business days of receiving the complaint. All grievances must be submitted no later than seven (7) days from the final day of the course completion.

Any person claiming damage or loss as a result of any act or practice by this institution that may be a violation of the Title 49, Chapter 7, Part 20 or Rule Chapter 1540-01-02 may file a complaint with the Tennessee Higher Education Commission, Division of Postsecondary Authorization after exhausting the grievance process at the institution.

If a student feels that the issue has not been addressed satisfactorily, after having communicated with the Institutional Director at TNPTI then they are asked to write a letter to the Tennessee Higher Education Commission at the following address for issue resolution:

Postsecondary School Authorization Staff
The Tennessee Higher Education Commission
Parkway Towers, Suite 1900
404 James Robertson Parkway
Nashville, Tennessee 37243

The telephone number of this department is 615-741-5293.

TN Professional Training Institute Program Credit Transferability

Credits earned at TN Professional Training Institute may not transfer to another educational institution. Credits earned at another educational institution may not be accepted by TN Professional Training Institute. You should obtain confirmation that TN Professional Training Institute will accept any credits you have earned at another educational institution before you execute an enrollment contract or agreement. You should also contact any educational institutions that you may want to transfer credits earned at TN Professional Training Institute to determine if such institutions will accept credits earned at TN Professional Training Institute prior to executing an enrollment contract or agreement. The ability to transfer credits from TN Professional Training Institute to another educational institution may be very limited. Your credits may not transfer, and you may have to repeat courses previously taken at TN Professional Training Institute if you enroll in another educational institution. You should never assume that credits will transfer to or from any educational institution. It is highly recommended, and you are advised to make certain that you know the transfer of credit policy of TN Professional Training Institute and of any other educational institution you may in the future want to transfer the credits earned at TN Professional Training Institute before you execute an enrollment contract or agreement.

**Due to the nature of TNPTI's accelerated program, we cannot offer credit for previous education, training, or prior experience.*

***TNPTI is a special purpose institution. That purpose is to give students the skill and experience they need in conjunction with the state laws of Tennessee, to become knowledgeable in their field of study*