REGISTRATION

2027

DENTAL ASSISTING

Preparing you for a brighter future!

Prepared By:

Michigan Dental Assisting School, LLC.

Michigan Dental Assisting School provides you with the hands on dental assistant training that you won't find anywhere else. We are licensed by the State of Michigan to conduct a 10-week course that prepares students with the knowledge and skills necessary to enter into the field in dental assisting.

Phone
(248) 952-9811

Email
michdaschool@gmail.com

Address
32905 W. 12 Mile Rd, Suite 240 A,
Farmington Hills, MI 48334

MICHIGAN DENTAL ASSISTING SCHOOL, LLC

Dear Interested Student,

We have enclosed some registration materials for those of you who wish to reserve a place in that class. Since the class fills up quickly, we suggest that you mail in your full payment **at least two weeks prior to the starting date.** If you would like to visit our facility, we encourage you to do so. Please call our office at **248-952-9811** and we will arrange a tour of our training facility.

The course is designed to give the student maximum "hands-on" training and experience in an encouraging atmosphere. The teaching is stimulating, fast paced, and relies heavily on individual participation. The largest size of each group is one instructor per ten students. This ensures personal attention and a worthwhile learning experience. You will not have time to be bored. A syllabus containing notes on all lecture material as well as an excellent textbook are provided to use to heighten the classroom experience and eliminate the fatigue of taking a lot of notes.

A career of helping people improve their dental health will be rewarding and enormously satisfying for you. No two days will ever be the same and your job will continuously renew itself. It is a career that will always be in demand and in need of capable, trained and caring Dental Assistants.

Please read over the information and call us if you have any questions. We look forward to seeing you in our next class!

Start Your New Career Today!

Sincerely,

Abraham Gershonowicz, DDS
Heidi Dixon
Michelle Solomon

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About Our Course:

The job opportunities for a trained dental assistant is quite good in today's marketplace. While no one can guarantee job placement, the dental profession is currently facing a shortage of trained dental assistants. If one examines the want ads for dental assistants, the majority require experience.

Following your training in this ten-week course, you will have the confidence and skills necessary to apply for these positions. Along with your certificate and x-ray certification, you'll attain confidence in your new field.

Part of your training will involve the *Job Interview* itself, how to prepare for it, how to dress, what to say, etc. So often jobs are lost during the first five minutes of the interview. We feel it is important to train you in this area as well so that you will stand out from the rest of those competing for that position.

The starting pay scale for experienced dental assistants is considerably higher than non-experienced and most offices will not even consider anyone with no experience. We are often asked what a graduate, from our course, expect to make in their first job. The answer depends on where the office is in the metropolitan area. Graduates of our course can expect to start well above the pay scale of those with no experience.

Another factor that is often overlooked is in the area of job satisfaction. We have heard many times over the years from our students on how much happier they are working in the dental profession as compared to their previous jobs. Are you happy in your job? If not, then ***do something about it!!***

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Make a decision that will change your life!

A certificate will be awarded at the completion of the course. And students will have the required X-ray certification necessary to work in the state of Michigan.

All supplies, materials, teaching aids, books, etc., are available for your use at no additional charge. There are no hidden costs beyond the tuition for the courses. We do offer an optional CPR certification where we bring in instructors in the last few weeks of class. This is a separate fee of $50 to the instructors for a 2-year card. We also offer OSHA & HIPAA training for $15. These are great additions to a resume.

The course is given four times a year: January, April, June and September. Our students who have made the effort to master the skills and studied hard to gain the knowledge have had *no* problem obtaining positions in the dental profession as chairside assistants.

Classes are held from 8am-5pm, this includes an hour lunch.

Help with funding can sometimes be obtained through Michigan Works agencies. Call the location nearest your home to see if you are a candidate.

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Michigan Dental Assisting School

Mission Statement

Our mission at the Michigan Dental Assisting School is to provide a unique educational opportunity for anyone who is interested in dental assisting as a career. MDAS has built an environment where each person is valued and respected. Our students are able to focus on gaining a stimulating education which leads to excellence and leadership.

Our Purpose

Our purpose is to prepare our students with an academic experience that will lead them to success in the field of dental assisting.

About the Staff

Dr. Abraham Gershonowicz received his undergraduate degree from Wayne State University and earned his dental degree from the University of Michigan Dental School and has been practicing dentistry for more than 30 years.

A real people-person, Dr. Gershonowicz enjoys working with people and is committed to his patient's comfort and satisfaction. That's because he takes the time to get to the root of each patient's concerns.

Michelle Solomon graduated from Eisenhower High School and did undergraduate studies at Michigan State University and Baker College. Her dental career began 24 years ago at Bright Side Dental as an assistant, where for the last 21 years she has been a manager.

Michelle is an outgoing, energetic, and hardworking mother of twin daughters. Although she is very busy with work and family, her hobbies include cooking and gardening.

Heidi Dixon Heidi began her career in dentistry after completing a two-year program at Sterling Heights High Career Prep Center for dental assisting and was hired in 1986. While working as a dental assistant, she began taking dental hygiene classes at Oakland Community College. During her time as an assistant, Heidi began learning all aspects of dentist office protocol. This included scheduling, accounts, reception, public relations, insurance, office managing. Ultimately, she became a COO for a large dental group.

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Class Schedule

We have kept the class sizes to a minimum so that each student will receive the personal academic experience they deserve. Studies show that smaller class sizes benefit students of all levels.

Enrollment Dates

The 10-week schedule consists of classes starting in January, April, June and September. There is open enrollment throughout the year.

Grading Policy

We follow a strict pass/fail grading policy. 80% on the class is passing. Students are evaluated weekly. If a student is having trouble in an area, **additional help is available**. If class work is not completed, the student risks failing the course.

Attendance Policy

Because of the volume of material being covered in class period, students cannot miss more than two day of class as it will result in failure of the class. Tardiness is unacceptable. Only 2 tardies will be permitted and will total one absence. If you are not present for the entire course, you will have the opportunity to make the time you have missed. If you have an approved leave of absence, you will be able to repeat the course. There should be no unapproved absences and you will be dismissed or fail if you do not have approval. Failure or dismissal means that you must retake the entire course over and that full tuition is due once again.

About the 10 week course

Michigan Dental Assisting School is owned and operated by Dr. Abe Gershonowicz., Michelle Solomon & Heidi Dixon. MDAS is licensed by the state of Michigan to conduct a 10-week course on how to become a Dental Assistant.

The course will run for 10 weeks. Eight classroom hours a week are required for a total of 80 classroom hours. This will include lecture material as well as clinical “hands on” training.

Preparing You for a Profession

After completing our 10-week course, you will have learned the core skills that are a necessity for becoming a Dental Assistant. You will also be educated on the appropriate bedside manner and compassion that it takes to succeed in this profession. Dental Assisting can offer benefits beyond those that are offered in an average job. Some include, higher wages, paid vacations, paid holiday’s, free dental care, profit sharing, paid sick days, and promotion opportunities.

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Job Interviewing Skills

Our staff members are trained to interview potential Dental Assistants so, who better to learn from? We will teach you exactly what dentists are looking for as well as provide feedback from mock interviews and specific interview training. These skills can provide you with the opportunity to stand out in a crowd when interviewing.

MDA X-Ray Curriculum

At the Michigan Dental Assisting School, you will be taught the Michigan Dental Association's (MDA) curriculum in order to pass the MDA's state dental x-ray certification exam. If you pass the exam, you will be legally certified to operate x-ray equipment in the state of Michigan.

Job Placement Assistance

Although we do not promise job placement, we provide our students with the knowledge of any opportunities that we are privy to which we sometimes receive before they are listed. Students are responsible for their own job searches.

Certificate of Completion

Students must successfully complete our 10-week course, 30 hours of practical training (student to student), complete a mid-term, final exam, and x-ray exam. In recognition, students will receive a Michigan Dental Assisting School certificate.

Letter of Recommendation

Once a student has fulfilled all of the requirements set by the Michigan Dental Assisting School, students are able to request a letter of recommendation. This letter will provide information to potential employers about the student course outline as well as a positive note about their personal performance throughout the course. We do retain the right to refuse any request for a letter of recommendation.

Course Topics

All of the subjects will be covered by classroom instruction, video, hands on experience, or all of these combined. Classes will run for an 8-hour period with a lunch break. All educational tools such as textbooks, visual aids, etc., will be provided by the Michigan Dental Assisting School at no addition charge. Additional time for preparation at home will be required.

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Below is a SAMPLE course schedule. The precise dates and times and order of instruction may vary according to the particular needs of the student with which you enroll and is provided only as a sample for you to understand the progression of your education.

Michigan Dental Assisting School

32905 W 12 Mile Rd 240A Farmington Hills MI 48334

Course Schedule

Winter, Spring, Summer, Fall

Students need an 80% or higher to pass the course

Week 1	General introduction to terminology and equipment.
Week 2	Radiology theory and practice of intraoral & extraoral x-ray techniques, x-ray safety and darkroom procedures.
Week 3	Amalgam & composite mixing and curing, cements and liners, Alginate impressions and model pouring.
Week 4	Four-handed dentistry, aspiration, instruments transfer, isolation (dry field), local anesthesia, patient positioning, and handpiece Maintenance methods.
Week 5	Endodontic & orthodontic instruments, materials and procedures, Job interview techniques.
Week 6	***MID-TERM EXAM***, Oral surgery & periodontal instruments and Materials, alginate impressions
Week 7	Amalgam & Composite materials and instrumentation, Sterilization methods.
Week 8	Office Management, front desk operation, appointments, billing And insurance OSHA regulations as it applies to dental assisting.
Week 9	Crown & bridge instruments and materials, making temporary Restorations, and wax bites.
Week 10	***FINAL EXAM AND PRACTICAL EXAM***, Pedodontics, And course review, final written exam and practical clinical exam,

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Michigan Dental Assisting School

Contact Us:
Michelle Solomon (MDAS Office) (248) 952-9811
michdaschool@gmail.com
or
hdixon.michdaschool@gmail.com

Student Enrollment Application

PERSONAL:

Name: _____ Email_____

Address: _____
Street City State Zip

_____ _____
Phone Number Social Security Number

_____ _____
Date of Birth Current Occupation

EDUCATION: Name/Location Diploma/Degree

High School_____

College: _____

Vocational Training (or other): _____

Signature / Date _____

The course will run ten (10) consecutive weeks, eight classroom hours per week, including practical, for a total of eighty (80) classroom hours of instruction. You will also be required to complete a shadow experience of 10 hours. Totaling 90 hours.

MICHIGAN DENTAL ASSISTING SCHOOL, LLC

Please Mail to the Administration Office at:

Michigan Dental Assisting School Admissions
32905 W 12 Mile Rd Suite 240A
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Student Complaint Policy: Any student has the right to file a complaint with the State of Michigan "Department of Licensing & Regulatory affairs" for any violation they feel that "Michigan Dental Assisting School" has violated the proprietary law or rules. Their website address is www.michiganps.net

The Michigan Department of Licensing and Regulatory Affairs' Board of Dentistry is responsible for the licensing of individuals who want to practice dentistry, dental hygiene and advanced levels of dental assisting. Students attending a course in dental assisting that is offered by a licensed proprietary school that is not accredited by the American Dental Association are not eligible for licensure by the State of Michigan.

Michigan Dental Assisting School is classified as a licensed proprietary school and is not accredited by the American Dental Association's Commission on Dental Accreditation. Graduates of this program are not eligible for licensure as a Registered Dental Assistant in Michigan.

Refund policy

The State of Michigan refund policy per the Michigan laws, Rules and Regulations Governing Proprietary Schools, Act 148 of 130 (a) Refund Policy: "All tuition and fees paid by the applicant shall be refunded if the applicant is rejected by the school before enrollment. Half of tuition and fees paid by the applicant shall be refunded if requested within three business days after signing a contract with the school. A retained refund fee of $25.00 is applied if the student cancels the course after the 3 business days of signing the contract. All refunds shall be returned within 30 days. No refund will be given after the expiration of the three business days once the start of the program.

Michigan Department of Community Health

The Michigan Department of Community Health, Bureau of Health Professions and the Board of Dentistry, are responsible for the licensing of individuals who want to practice dentistry, dental hygiene and advanced levels of dental assisting. Students attending a course in dental assisting that is offered by a licensed proprietary school that is not accredited by the American Dental Association are not eligible for licensure by the State of Michigan. Michigan Dental Assisting School is classified as a licensed proprietary school and is not accredited by the American Dental Association's Commission on Dental Accreditation. Graduates of this program are not eligible for licensure as a Registered Dental Assistant in Michigan.

MICHIGAN DENTAL ASSISTING SCHOOL, LLC

Tuition and Financial Arrangements

The tuition for the DENTAL ASSISTING course of study offered by MDAS is:

$3699.00

The above will run ten (10) consecutive weeks, eight classroom hours per week for a total of eighty (80) classroom hours of instruction. This will include lecture material as well as clinical "hands on" training.

The tuition fee includes all of the following:

- Use of Textbook: *Modern Dental Assisting*, Debbie S. Robinson, Doni L. Bird 12th edition
- Course syllabus containing all lecture notes to minimize note taking and maximize the learning experience.
- All training and visual aids, materials and dental supplies used in the clinical training.
- Use of all equipment and instrumentation during the course of study.
- Job referral and placement assistance.
- X-ray certification by MDA Radiography Training Program. (if you pass state exam)
- Letter of recommendation (if requested and approved)
- Michigan Dental Assisting School Certificate- (If you pass the course exam)

The tuition of $3699.00 is to be paid in full by the first day of class.

Please fill out the application and send in with your payment. Thank You!

Apply for Financing

- Go to www.michiganunitedcu.org
- Click on AUTO LOAN
- Click on ONLINE APPLICATION
- Select 'Signature Loan' from drop-down menu & select Continue for non-members.
- Enter the loan amount and in 'Collateral Description' box, write "Dental Loan".
- Fill out the rest of the form and submit it.
- If approved, in order to close the loan, you'll have to visit the Michigan United Credit Union. You will need to bring $5.00 and 2 forms of ID to open a Savings Account.

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Michigan Dental Assisting School

The tuition for MDAS dental assisting program is $3699 and includes all of the following:

- All training and visual aids, materials and dental supplies used throughout the course.
- Use of all dental equipment and instrumentation with actual "hands-on" training during the course of study.
- Training in ALL aspects of General Dental assisting, including dental specialties.
- All training is done by dental professionals.

Student Responsibilities include:

- Students are required to bring their own paper, pencils and purchase one pair of scrubs to be worn to every class.
- Students are required to attend all 10 weeks of class, totaling 80 classroom/hands-on hours.
- Students must pass all exams and in-class requirements with 80% or higher grade to receive their certificate of completion.

Tuition for MDAS may be paid using one of the following 3 payment options:

- $3699 paid in full by cash, check or major credit card.
- Student loan through accepted credit union. (6.9% = 100.00 per month for 36 months)
- $1700 down prior to the first week of class and $240.00 a week. Paid autodraft prior to class start, for 9 weeks.(total $3860) Week 1-9 for payments.

Refund and Cancellation Policies

- A full refund will be made if cancellation is made before the start of class.
- Partial refund until 3 days after class starts. Tuition paid minus $450 plus any finance fees paid or workbooks used.
- After 3 days from start of course no refund.

Mark the box next to one of the following payment options:

☐ $3699 payment in full with cash, check or major credit card. ($500 will secure your spot in the next class)

☐ Student loan through accepted credit union

☐ $1700 down due 2-weeks prior to the first week of class and $240.00 per week for 9 weeks, totaling $3860** Payments made week 1-9

***Weekly payments may be made with credit or debit cards only. Personal checks are not accepted. (Credit cards subject to a 4% processing fee from the electronic payment co.)**

** Students who wish to pay with one of the MDAS payment plans must sign an auto draft form. If an autopay fails to process student will not be allowed to continue the course for that week/ or whole program. A student who does not rectify his/her payment forfeits all deposit and tuition money previously paid to MDAS.

I have chosen one of the payment options above and have read and understood all regulations and restrictions associated with my payment option.

Signature of Student	Date	Financially Responsible Party	Date

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MICHIGAN DENTAL ASSISTING SCHOOL, LLC

2027 Course Schedule

Winter	Wednesday, January 13th
	Thursday, January 14th
	Saturday, January 16th
Spring	Wednesday, April 7th
	Thursday, April 8th
	Saturday, April 10th
Summer	Tuesday, June 30th
	Wednesday, July 1st
	Thursday, July 2nd
Fall	Wednesday, September 22nd
	Thursday, September 23rd
	Saturday, September 25th

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Recommended Homework Time and Study Time

- Homework time should be around six hours a week that totals an average of 60 hours for the course time.

- Study time is recommended at three to four hours a week that averages 40 hours for the course time.

Options to Retake Class

- A graduation certificate will only be awarded to those students attaining an 80% or above grade average. Those students whose grade average is below 80% will not receive a certificate but will be allowed to retake the entire course (if desired) at a reduced fee of $1850.00.

Admissions Office Information:

Michigan Dental Assisting School Admissions
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Office Phone: 248.952.9811
Email: michdaschool@gmail.com
Or hdixon.michdaschool@gmail.com