



Central California Dental Academy

Po Box 5793 Bakersfield, CA. 93388
(661) 372-0175

Registered Dental Assistant in Extended Functions II Program Application And Student Enrollment Form

Applicant Information

Full Name: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

_____ City State ZIP Code

Home Phone: () Cell Phone: ()

E-mail: _____

Admissions Requirements and Ability to Benefit

All vocational institutions must develop, publish and fairly administer admissions standards. In doing so, CCDA must determine that applicants admitted meet such standards and can benefit from the education/training offered by our program. As an applicant, you should be aware that the RDAEF2 program is rigorous and challenging. This comprehensive program will require 100% attendance with full participation to achieve successful results in the state board exam. You will have mandatory homework assignments that may require up to 4 hours per week of attention, as well as an externship requirement where you will be performing clinical treatment at the highest standards possible to ensure patient safety and clinical success.

Minimum Standards for Admission into our RDAEF2 Program

- High school diploma or equivalent
- Currently licensed RDA, RDAEF1 or RDH
- Current CPR certificate
- Pit and Fissure Sealant certification*
- Minimum 1-year experience assisting in clinical restorative dentistry. (Experience shall have been within the past 3 years.)
- Successful completion of entrance exam demonstrating competency in dental terminology

Acknowledgment: *My Signature below affirms that I fully understand the admission requirements set forth above and that I am fully prepared educationally and professionally to participate in this program.*

Applicants Signature

Date

Personal Information

Educational Background *(Please check the highest level of education achieved):*

- High School Diploma Community College Degree Master's Degree
 GED Bachelor's Degree Other

Current Licensure Type:

- Current RDA Current RDAEF1 Current RDH

Years of Experience:

Required Documentation *(Please check the following documents and provide a copy with your application):*

- Current RDA License Current RDAEF1 License Pit & Fissure Sealant Certification*
 Current RDH License Current CPR Certification Malpractice insurance information

**Applicants are required to provide evidence of previously obtaining certification in pit and fissure sealants; however, if a student has not yet obtained certification this course can be obtained through CCDA at a discounted rate.*

How did you hear about Central California Dental Academy?

- Local Dental Society Flyer/Mailer Professional Publication
 Job Fair Website Friend/Relative
 Other _____

If You are Enrolled in the Next RDAEF2 Course, What Form of Payment Will You be Using?

- Cash Check Credit
 Combination

What Type of Employment are You Currently Employed in?

- Private Office Clinical Setting Education
 Other

Supervising Dentist

Clinical Requirements: *An element of all RDAEF programs is the completion of clinical experiences under the direct supervision of a licensed dentist. It is the responsibility of the student to secure a supervising dentist with whom you will complete the clinical assignments required for this course. All clinical assignments will be completed in a competent manner and in accordance with techniques and protocols taught by this program. Please provide name and information of your supervising dentist.*

Name:

Name of Supervising Dentist Dental License #

Address:

Office Mailing Address City Zip Code

Malpractice Insurance Policy #

Office Phone:

() Email Address: ()

Dentist Signature Date

Malpractice Insurance: *Malpractice insurance is required for all RDAEF2 programs. CCDA is not responsible for providing liability or malpractice insurance for the hands-on, patient treatment portion of this course. Your supervising dentist will need to provide his/her insurance information for the clinical portion of this course. You may also purchase your own malpractice insurance through the ADAA at an academic discounted rate. If you have any questions regarding this process, please contact our office at 661-372-0175.*

Acknowledgement: *I understand that the clinical requirements/experiences required by this program are to be performed under the direct supervision of a licensed dentist who may or may not be my employer but who will participate in the clinical requirements as necessary. I understand it is my responsibility to secure a licensed dentist for my clinical requirements and for my RDAEF state board exam.*

Applicants Signature Date

Supervising Dentists Acknowledgement: *I understand that the clinical experiences required by this program are to be performed under the direct supervision of a licensed dentist who may or may not be the students' employer but who will participate in the clinical requirements as necessary. I understand as the supervising dentist, that I will need to provide clinical instruction during the externship portion on this course. I will be asked to participate in the grading process of the clinical experiences provided under my direct supervision. I will grade the student honestly and allow him/her to complete all required clinical experiences. I understand that I will need to participate in an orientation before the externship portion begins, which will take approximately two hours of my time. I understand that I will be required to participate during the cord packing portion of this course by coming to the facility to provide anesthetic one or more times. I will provide support by participating in the RDAEF California State Board Exam by providing anesthetic during the cord retraction and impression portion of the exam.*

Program Deposit, Fees, and Review of Institute Policies

Application Deposit: Because we only accept up to 10 students per course to ensure only the highest level of education, **a non-refundable deposit of \$1,000 is required with submission of this application.** This course is in high demand and seats fill up fast. Your deposit will secure a spot for you in the next available course. This Deposit will be credited toward your tuition fees.

RDAEF2 Program Tuition:

Program Tuition Fees for Existing RDAs (410 Hour Program)	
Tuition	\$13,800
Student Kit	\$1,200
Textbooks	\$300
Total Cost (Not Including Loupes)	\$15,300
Loupes** Price is determined at fitting	

Program Tuition Fees for Existing RDAEF1s (318 Hour Program)	
Tuition	\$9,000
Student Kit	\$1,200
Textbooks	\$300
Total Cost (Not Including Loupes)	\$10,500
Loupes** Price is determined at fitting	

***Clinical loupes are required for this program as your examiners will be grading your work under magnification. It is suggested to use 2.5 magnification or higher. We work directly with Orascoptic who will send a representative to CCDA to properly size and fit each student to clinical loupes. You will receive academic pricing discounts with payment plan options. It is highly suggested that you purchase your loupes by the fourth week of Module One.*

Required Entrance Examination: As an applicant, you will be required to take an entrance exam. The entrance exam ensures that each applicant has the clinical knowledge and background in basic terminology to be successful in the theoretical aspects of our curriculum. Specifically, an applicant must be able to take and pass a multiple-choice test on basic intraoral structures, tooth anatomy, legal scope of practice and infection control.

Payment of Program Fees: We offer month by month or pay by module payment plans. All program fees may be paid by check or debit/credit card. A 3.6% merchant fee will be added for any credit card transaction. Your deposit will be credited toward your tuition fees. Any Scholarships or discounts offered will apply to the last module. Make all checks payable to **Central California Dental Academy.**

Payment Policy: For pay by module option, your payment is due one (1) week prior to the start date of each module. For monthly payment options, your first payment is due one (1) week prior to the start date of module one, and then by the first of each month thereafter. If payments are not received, you will be unable to attend class until your account is brought into good standing. A reminder notice will be sent via email to each student before the next payment is due. You will be given ample time to make your payment arrangement. We will do all we can to establish a no interest payment plan for each student. For those needing to extend payments beyond the length of this program, applicants are encouraged to seek personal loans or financial assistance from lending or consumer direct.

Cancellation and Refund Statement: Upon acceptance into the RDAEF2 program, you are expected to complete all program requirements. If you are unable to perform the required work and or elect to withdraw before completion, refunds may not be issued and will be considered on a case by case basis. Based on 1) the legitimate reasons why an enrolled student or applicant may be unable to either start or complete their education; and 2) the reasonable expenses incurred by CCDA. **All deposits are considered non-refundable and are required to reserve an applicant's place in the program.** All cancellation and refund policies comply with applicable federal and state laws.

Attendance Policy: This comprehensive program **requires 100% attendance** with full participation to achieve successful results in the state board exam. Please be advised that any missed days of class will require a makeup date to be scheduled at the convenience of CCDA. The student will be responsible for an additional fee of **\$300.00** per day that CCDA must provide a clinical staff member for any student needing to make up the required hours needed to graduate our program. **If a student is unable to adhere to our attendance policies and obtain 100% attendance or does not comply with our make-up policy, a certificate of competition will not be granted. This will be considered a withdraw and you will be dropped from the program.**

Progress and Academic Policy: Students who do not meet the required **100%** attendance or maintain a minimum level of understanding of procedures and skills being performed to maintain a minimum of **75%** passing grade in each module will be advised and counseled. We believe that each student will be successful in our program; however, it is very important to acknowledge that this program is both rigorous and challenging. It requires a tremendous commitment of time, focus, and engagement. Our staff is committed to helping those students that may need additional attention to ensure their successful completion of this program. Students who are having difficulty and require addition tutoring during any module or cannot pass each module successfully will be remediated and tutored as needed. Students needing remediation may accrue additional expenses. **For any student, unable to maintain a 75% passing grade after remediation and tutoring have taken place; and all efforts of CCDA staff have been exhausted, the student may be terminated from this program. At the discretion of CCDA's Program Director, students may be offered additional remediation beyond the length of the program for an additional fee.**

Anti-Defamation Policy: Student/Client agrees not to attack/criticize Central California Dental Academy (CCDA) and any of its employees, associates, or partners publicly (on public forms, blogs, social network sites etc.) at any time during or subsequent to graduation in a way which brings a bad name to the company or its employees, associates, or partners. In the case of breach of this clause student/client may be liable for damages.

State Board Examinations: Applicants should be aware that completion of any vocational program DOES NOT guarantee successful completion and passage of the California State Board exam. CCDA's Board approved course is designed to ensure that only the best education is available to students who make the commitment to their educational development; however, only the student can achieve successful passage of the state board exam. In the event a student does not pass their state boards, we will remediate to the fullest extent possible to help insure the next examination attempt ends with a positive result. Students may accrue an additional fee during remediation to cover the costs of materials.

Release of Liability: I agree that I am responsible for the outcome of my California State board exam, and release and hold harmless Central California Dental Academy (CCDA), any of its employees, associates, or partners from any liability which may arise due to the outcome of the California State Board examiners decision.

Student Acknowledgement of Policies: I _____, have read and understand the policies set forth by Central California Dental Academy (CCDA). My signature below affirms that I am fully prepared to participate and abide by the all policies and regulations described above. My signature affirms that I will commit myself to be fully present and fully engaged though out the entirety of the RDAEF2 program.

Students Signature *Date*

Witness Signature *Date*

Tuition Payment Options and Program Schedule

Pay by Module: We understand that life circumstances can be unpredictable, because tuition and program fees are non-refundable, we encourage payment by module to ensure each section is successfully completed without making a full commitment financially.

Program Tuition for Existing RDAs (410 Hour Program)	
Tuition	\$13,800
Student Kit	\$1,200
Textbooks	\$300
Deposit (Submitted with Application)	\$1,000
1st Installment <small>(Includes textbook and kit fees)</small>	\$5,300
2nd Installment	\$4,500
3rd Installment	\$4,500
Total	\$15,300

Program Tuition Fees for Existing RDAEF1s (318 Hour Program)	
Tuition	\$9,000
Student Kit	\$1,200
Textbooks	\$300
Deposit (Submitted with Application)	\$1,000
1st Installment <small>(Includes textbook and kit fees)</small>	\$3,000
2nd Installment	\$2,500
3rd Installment	\$2,500
Total	\$10,500

Monthly Payment Option:

Tuition for RDA	\$15,300	6 monthly Payments (after your \$1,000 deposit and student kit)
Tuition for RDAEF1	\$ 10,500	6 monthly Payments (after your \$1,000 deposit and student kit)

Program Schedule and Location: The RDAEF program is approximately eight months long. Classes will be held on Saturdays and Sundays, starting promptly at 8:00am to 5:00pm. Half hour lunches will be given at approximately 12:00 pm, with two 10-minute breaks. You will be required to attend weekend classes two to three times per month depending on the module. Schedule dates are subject to change, but do not happened

often. Notice will be given in advance if any schedule changes take place. Unless otherwise specified, all courses will be held at **2540 G Street, Bakersfield CA. 93301.**

Additional Enrollment Forms, Documentation and Orientation: After submission of application and deposit acceptance, the student will be scheduled to meet with a dedicated **CCDA** staff member to review application and enrollment forms via live webinar. We will discuss all policies, program scheduling, and answer any questions you may have. All applicants will be given a required entrance exam. Applicants are accepted on a first-come-first served basis. You are encouraged to apply as soon as possible to ensure a successful and timely processing of your application. When class is full, applicants will be notified and offered to be placed on a waiting list for the next course. An orientation will be given on the first day of class. All program requirements for attendance, grades, lab, and clinical requirements will be reviewed, along with any other program elements.

Photography: Photographing, recording or videotaping any **CCDA** continuing education program is not allowed without advance written permission from the Director of the program. From time to time, a photographer may be present and taking photographs of various courses, instructors, and attendees for marketing and advertising purposes. Please indicate below whether you give permission to **CCDA** to use any photos that may contain your picture below.

- Yes, I give **CCDA** permission to use a photo or video that I am present in for advertising purposes only.
- No, I do not give **CCDA** permission to use a photo or video that I am present in for advertising purposes only.

Students Signature

Date

Application and Tuition Submission: Upon completion of this application form, please submit the original copies with the required documents defined on page two, along with your non-refundable deposit to:

**Central California Dental Academy
P.O Box 5793
Bakersfield, CA. 93388**

After receipt of your application and deposit acceptance, the student will be scheduled to meet with a dedicated **CCDA** staff member to review his/her application and enrollment forms. We will discuss all policies and program scheduling, tour the facility where all enrollees will attend and answer any questions you may have. All applicants will be given a required entrance exam. Applicants are accepted on a first-come-first served basis. You are encouraged to apply as soon as possible to ensure a successful and timely processing of your application. When class is full, applicants will be notified and offered to be placed on a waiting list for the next available course.

Questions: If you have any questions regarding this application or any other course offered by **CCDA**, please do not hesitate to call us at (661)- 372-0175 or email us at ccda2017@gmail.com.

All courses will be held at our Bakersfield location, 2540 G Street, Bakersfield, CA. 93301.