

American Dental Academy – Dental Laboratory Technology Program

LEGAL ORGANIZATION

American Dental Academy (ADA) is an affiliated company of Western Health Occupational Training School, Inc. Western Health Occupational Training School, Inc., is a private for profit corporation and is approved to operate by the Bureau for Private Postsecondary Education.

MISSION

American Dental Academy (ADA) is a private corporation developed by the combined effort of Dr. Lin Y. Hu and Constantino Gabrie, CDT. ADA is approved to operate by the Bureau for Private Postsecondary Education. ADA offers the best possible dental Laboratory Technician education in the shortest possible time consistent with proper educational procedures. ADA will help prepare interested persons in becoming part of the dental profession and assume a position as a well-respected, entry level and efficient dental laboratory technicians.

PURPOSE

Many opportunities are available for well-trained dental laboratory technicians in the Greater Los Angeles area and the surrounding areas. It is our endeavor to prepare individuals with the knowledge, technical proficiency, and specialty skills that will allow them to become immediately employable in the dental laboratory industry upon graduation. American Dental Academy is dedicated to the ideal of developing efficient, effective dental laboratory technicians through a competency-based program. It is our goal to offer the best possible dental Laboratory Technician education in the shortest possible time consistent with proper procedure. Students are accepted regardless of sex, race, age, and marital status, and religious creed, ethnic or national origin.

OBJECTIVES

American Dental Academy (ADA) prepares students for entry-level positions as a Dental Laboratory Technician in a dental laboratory facility. Students will learn the knowledge, techniques, and skills necessary to successfully use impressions to create dental models; construct wax patterns for inlays, bridges, and partial and full crowns; make ceramic teeth replicas, crowns, bridges and pontics, shape tooth forms, and glaze single porcelain unit restorations. Learning fundamentals of Dental CAD/CAM Technology. After students have completed the Dental Laboratory Technician Program training, the graduates may have future opportunities to become a Certified Dental Technician and or lab owners, supervisor, manager with further education and work experiences according to The California Employment Development Department Labor Market Information Division.

No Bankruptcy Statement

ADA does not have a pending petition in bankruptcy, and is not operating as a debtor in possession, and has not filed a petition within the preceding five years, nor has it had a petition in bankruptcy filed against it within the preceding five years, that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Section. 1101 et seq.) (CEC 94909)(a)(12).

ADMISSION INFORMATION

Statement of Non-Discrimination

American Dental Academy does not deny admission or discriminate against students on the basis of race, color, religion, sex, age, handicap, financial status, residence or sexual orientation or nationality. ADA will reasonably accommodate applicants and students with disability to the extent by law.

Transferring Units

ADA does not accept prior experiential learning. Any student who has either attended this school or been enrolled in a similar course elsewhere and who has voluntarily ceased his/her training for a period of time may, upon paying the application fee and the assessment fee of \$40.00, be tested and given the appropriate credit, provided that all other requirements have been met.

Assessment Policy and Procedures,

The school director will determine the credit for advancement after completion of an assessment examination. The maximum allowable credit will be up to 50% of the total tuition. The tuition will be reduced accordingly and the student will be informed in writing.

Provision for Appeal,

If the student is not in agreement with the results of the credit determination, he/she may appeal the decision in writing to the Director and follow the steps outlined in the complaint section of this catalog. (See page 17)

Admission Eligibility/Requirements

Applicants interested in enrolling are required to meet the following admissions requirements:

- 1). High School Diploma or equivalent.
- 2). 18 years of age (or with parent permission if under 18).
- 3). Read, write and speak English. ADA does not provide English as a second language; we accept a TOEFL score of 60 or greater.
- 4). Be able to clearly understand the terms and conditions of the Enrollment Agreement written in English without help from others.
- 5). Be in adequate health to perform physical a tasks in the dental office
- 6). Present in a clean and orderly appearance.
- 7). Attendance and tardiness records are kept and are part of the student evaluation for prospective employers.
- 8). Pass the standardized aptitude test for evaluating digital dexterity and eye/hand coordination.

Note: If English is not the primary language and a student is unable to understand the terms and conditions of the enrollment, the student shall have the right to obtain a clear explanation of the terms and conditions and all the cancellation and refund policies in his or her primary language. (ADA can provide oral translation in Chinese and Spanish). If another language is needed the student will be encouraged to bring someone who can translate in the desired language. However, all recruitment and final enrollment procedures will be conducted in English.

Ability-to-Benefit

Foreign high school diplomas are acceptable proof of high school graduation but must be verified by a translator. Any applicant who cannot provide a high school diploma or equivalent must pass a nationally recognized *Ability-to-Benefit* test. ADA uses the *ASSET Program: Basic Skills* (Publisher ACT, Inc.) *Forms B2 and C2*.

Passing Score: Reading (35); Writing (35); Numerical (33).

Applicants may submit an application for admission in person, by mail, or online. All applications must be submitted 30 days prior to the first day of class. No late enrollments will be accepted. Only applicants who show a real desire to study and whose personal educational background points to enthusiasm to learn will be accepted. Applicants will be considered without regard to race, creed, sex, or national origin.

Foreign Students/ESL

ADA does not admit students from other countries nor does it offer Visa services. ADA does not offer English as a Second Language in its courses. Students must be able to clearly understand, read and write English as evidenced from the basic skills noted above and complete an interview with the Program Director. Instruction will not be provided in any other language other than English.

Distance Education

American Dental Academy does not plan to offer Distance Education.

Re-Admission

The school director will determine the eligibility for readmission for any student having been suspended by the school for academic reasons. The school director will determine readmission eligibility for any student having been suspended for attendance problems or disciplinary problems. If eligible, the student may reapply at the beginning of the next term. A complete new application procedure will be required, as the application will be considered with other applicants who have applied for a particular course. If accepted, the student will begin at the beginning of the next scheduled term.

Exception

A student taking a voluntary leave of absence from the school may re-enter during the next term at the point in the course where the leave was taken. No additional tuition will be required beyond the original contract. Students not returning during the next term must begin at the beginning of the program and be considered a new student.

Credit for previous training

American Dental Academy does not accept prior experiential learning. Any student who has either attended this school or been enrolled in a similar course elsewhere and who has voluntarily ceased his/her training for a period of time may, upon paying the application fee and tuition, be tested and given appropriate credit, provided all other requirements have been met. The school director will determine the credit for advancement after the advancement standing examination. The maximum allowable credit is 50% of the total program. The tuition will be reduced accordingly and the student

will be informed.

ENROLLMENT PROCEDURES

Classes are structured so that registration for classes is continuous through the year. Program start dates are every Monday depending on seat availability. (If an observed holiday falls on a Monday, the program enrollment will begin the following day.) Interested applicants may obtain information from the front office. Applicants are asked to make an appointment to meet the Director or one of the instructors to discuss their career objectives and the ADA programs.

Program Hours

The laboratory is open Monday through Friday from 9:30 am to 5:30 pm.

Academic/School Calendar

Contact the school director for specific dates included in the school calendar supplement along with a listing of holidays and vacations. **Note:** American Dental Academy does not provide English-as-a-second language instruction.

ACADEMIC STANDARDS AND POLICIES

Grading standards, probation and dismissal policies

Students must adhere to high standards of scholarship. An overall grade of 70% is required for graduation. Satisfactory progress is considered a grade point average of 70% or better, unsatisfactory progress is considered an overall average of below 70%. If a student receives an (I) incomplete for any course of training or a grade below 70%, the student may repeat the course the next time it is taught and pay a prorated portion of the tuition for that course. *A student may repeat a course only once.*

A student will be considered to have unsatisfactory progress and be on probation if his/her average is below seventy percent. The student will be removed from probation when the overall average is above seventy percent. If a student receives less than a seventy percent average in two courses, the student must repeat these courses and receive a passing grade in at least one of them the next time they are taught. If a student receives less than a seventy percent average in three courses, the student will be terminated from the program. If the student wishes to be readmitted to the program, he/she must follow the re-admittance procedures.

The School Director has the discretion to place student on probation at any time, if deemed necessary, for incidents such as repeated absences, tardiness, disruptive attitude, inappropriate behavior e.g., foul language, disrespect to staff/ students, etc. Students placed on probation will receive notice indicating the duration of and reasons for the probation including corrective actions required to remain in good standing. However, if students fail to comply with the corrective actions, a student will be dismissed from the school and may follow re-admittance procedures if wishes to be readmitted.

GRADING SYSTEM:

A 90-100%; B 80-89%; C 75-79%; D 70-74%; F Below 70%; I Incomplete, W Withdrawal

Averaging all grades and assigning a letter grade as defined above obtain the overall grade average. A grade of I is a temporary transcript entry that will be treated as an F until changed. A grade of W will be treated as an F until the course(s) is/are completed.

Conduct Standards

Since career preparation is the objective of the dental Laboratory Technology program, the student's conduct should be that which is normally required in the dental Lab industry. Uses of profanity, alcoholic beverages or drugs on school property are all grounds for immediate suspension. Neither eating, drinking, nor smoking is permitted in the classrooms. Students may use the office break room for eating; however, no smoking is allowed in these facilities.

Knowledge of rules and regulations

American Dental Academy reserves the right to change any provision or requirements in this catalog at any time without notice. The school further reserves the right to require a student to withdraw from the school for just cause, defined, as any cause deemed detrimental to the school or other students, as determined by the school director.

The school director may suspend students violating the conduct standards. A suspended student may apply for reinstatement after a one-month separation. The decision of the director will be final.

Controlled Substances, Alcohol and Drug Abuse Policy

All students and employees are informed that the unlawful manufacture, distribution, dispersion, possession, or use of a controlled substance or alcohol within the premises of the school is strictly prohibited. Employees and students violation this rule will be subject to immediate termination of employment or their program training. In addition, person(s) distributing drugs to employees and/or students will be referred to the authorities and the school will press charges of drug distribution.

Retention of Student Records:

ADA shall maintain records of name, address, email address, and telephone numbers of each student who is enrolled in the Dental Laboratory Technician Program. ADA shall maintain for each student granted a certificate, permanent records of all of the following:

1. The certificate granted and the date on which that certificate was granted;
2. The courses on which the certificate was based;
3. The grades earned by the student in the course.

ADA shall maintain for a period of not less than five years at the 212 S. Atlantic Blvd., #104, Los Angeles, CA address.

ADA shall maintain complete and accurate records of all of the following information:

- a. The educational program offered by the institution and the curriculum for the program.
- b. The names and addresses of the members of the institution's faculty and records of the educational qualifications of each member of the faculty.
- c. Any other records required to be maintained by this institution.

Grade Reports: The school will issue a transcript of grades at the end of the training period. Each student is entitled to one copy of his/her transcript provided the tuition account has been satisfied.

Make-up Work: Students may make up work missed due to excused absence at the discretion of the individual instructor.

GRADUATION REQUIREMENTS

Graduates of the program will receive a Certificate of Completion upon successful completion of their program of study. Students are required attend 80 lecture hours and pass a written test; complete 400 laboratory hours and pass a practical test; and receive an overall average of 70 for graduation.

TRANSCRIPTS

Transcripts are available upon request unless the student is indebted financially to the school. No transcript of grades will be released without the student's prior approval in writing. Each graduate is issued an official transcript of her/his academic record. Each subsequent transcript for a graduate or any transcript for a non-graduate is furnished after receipt of a \$15.00 fee. A federal or state agency, which periodically requires a transcript in order to determine a student's progress, is exempt from this fee.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at American Dental Academy is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the Educational Program is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals.

Note: *American Dental Academy has not entered into an articulation or transfer agreement with any other college or university.*

SCHOOL POLICIES AND REGULATIONS

Orientation

Orientation is held on the first day of class. Notification of time and place of orientation is delivered by mail to all students. During orientation, students will be acquainted with the rules and regulations of the school, informed of student services available, familiarized with the facilities, and introduced to instructors and administrators.

Attendance

Regular attendance is essential for adequate training. Cultivation of desirable work habits is just as important as the acquisition of knowledge and the development of skills needed in a given occupation. Students should train themselves to be present and on time for all classes. Students are responsible for all work missed during an absence and should contact an instructor regarding makeup work. Makeup work shall not be authorized for the purpose of removing an absence.

Students may not miss more than two classes during a program term for a total of 16 hours. If a student misses two complete classes, the students must make up these classes the next time the program is taught. If a student misses more than two complete classes, the student will be terminated from the training program and must follow the institutional procedure for re-admittance.

Note: A complete class is defined as one 8-hour class.

Family Educational Privacy Act

All students enrolled at the school shall have the right to inspect and review their education records, to request corrections or deletions, and to limit disclosure of the records in accordance with the Family Educational Rights and Privacy Act of 1974. The procedure for reviewing records and subsequently correction or deleting portions of the records may be received from the school Director.

Disabilities

In accordance with the Americans with Disabilities Act, the school does not discriminate on the basis of disabilities. Persons with disabilities should contact the school to determine if their capabilities will enable them to meet the requirements for graduation.

STUDENT PROTECTION POLICIES

Leave of Absence Policy

Those wishing to cancel for illness or personal reasons may resume their course of study in the next class series with no penalty and may repeat the already completed sessions if desired at no cost. A Withdrawal or Leave of Absence request must be made in writing to the Director Constantino Gabriele CDT at 212 S. Atlantic Blvd., #103, East Los Angeles, CA 90022

STUDENT TUITION RECOVERY FUND (STRF)

"You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans or personal loans and;
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies;

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program, or other payer, and you have no separate agreement to repay the third party."

The state of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by the students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

You may be eligible for STRF if you are a California resident, or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was material failure to comply with the Act of Division within 30 before the school closed, or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

To qualify for STRF reimbursement you must file a STRF application within one year of receiving notice from the Bureau that the school is closed. If you do not receive notice from the Bureau, you have four years from the date of closure to file a STRF application. If a judgment is obtained you must file a STRF

application within two years of the final judgment.

It is important to keep copies of the enrollment agreement, financial aid papers, receipts or any other information that document the monies paid to the school.

Questions regarding the STRF may be directed to the Bureau for Private Postsecondary and Vocational Education, 2535 Capital Oaks Drive, Suite 400, Sacramento, CA 95833. Telephone Number (916) 431-6959.

CANCELLATION & REFUND POLICY

Cancellation Policy:

STUDENT'S RIGHT TO CANCEL: The student (applicant) has a right to cancel the enrollment agreement and obtain a refund in accordance with the following policy by submitting a written request for cancellation to the school director at 212 S. Atlantic Blvd., #103, East Los Angeles, CA 90022.

A full refund of all monies paid will be made to any applicant who cancels the enrollment agreement within seven business days of signing the enrollment agreement and making initial payment to the school.

An applicant requesting cancellation of enrollment after more than seven business days after enrolling and signing an enrollment agreement is entitled to a refund of all monies paid minus the \$100.00 application fee.

A full refund of all monies paid will be made to any applicant who is not accepted by the school. A full refund of all monies paid will be made to any applicant if school discontinues educational service. A full refund of all monies will be made to any applicant if the school cancels or changes the time or location of the program in such a way that a student who had started the course is unable to complete.

Any monies due the applicant shall be refunded within 30 days from date of cancellation or failure to appear on or before the first day of class.

Refund Policy:

1. Refund computations will be based on scheduled clock hours of class attendance and calculated as of the last date of attendance. Refund will be made in full to the applicant within thirty days as directed on our policy.
2. The official date of withdrawal will be considered to have occurred the earliest of the following:
 - (a) The last date of attendance, if the student is terminated by the school; or
 - (b) The date of receipt of written notice from the student; or,
 - (c) The day after the second complete absence from the program.
3. If an applicant pays any portion of tuition prior to entrance and does not enter school after the seventh-business day cancellation privilege, a full refund of the tuition will be made to the applicant minus the \$100.00 application fee.
4. Once the student has entered school and after the expiration of the seventh-business day

cancellation privilege, the following policy will be in effect:

(a) The student may withdrawal from the course after instruction has started and receive a pro rata refund for the unused portion of the tuition and other refundable charges if the student has completed 100% or less of the instruction. The tuition charges made by the school will be the pro rata amount of tuition based on the number of clock hours completed.

An Example of a Refund policy: If a student completes 12 hours of the 480-hour program and has paid the entire tuition of \$5,975.00, the student would receive a \$5,825.62 refund for the unused portion of tuition paid. This is based on the fact that the tuition is \$12.45 per instructional clock hours.

Financial Aid

ADA participates in Federal Financial aid Program (EDD/Worksource). It does not participate in any state financial. If needed ADA makes provisions for students to make payments. If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest less the amount of any refund.

If the student defaults on the loan, both of the following may occur:

1. The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
2. The student may not be eligible for any other federal student financial aid at another institution or other government financial assistance until the loan is repaid.

STUDENT SUPPORT SERVICES

Telephones- The front desk will take emergency calls only.

Office Equipment- Students are allowed to use the office telephones, copy machines, or fax machines in the Student Service Office only when the use is applicable to the needs with regard to training and/or employment. The Student Services office hours are: 9am-4pm Monday to Friday.

Advising- It is the mission and purpose of ADA to assist students to complete the program in which they have enrolled successfully. Academic advising is available to all students throughout the entire program.

Job Placement Assistance

Following graduation, or at any time thereafter, graduates may avail themselves of the school's placement assistance. The school director will provide leads for job opportunities. The school will make every effort not only to satisfy the wishes of a graduate as to location and type of employment but also to match his or her particular qualifications to the requirements of the prospective employer. Although no guarantee

First Aid- First Aid services are available to students for minor injury or burns while students are engaged in laboratory work.

Housing- ADA does not provide housing and does not offer housing arrangement services. A variety

of housing is available in the surrounding areas such as apartments and rooms for rent. The prices range from \$350.00 to \$1,000.00 and up.

Transportation- Routine bus and Metro-link services are available. The Atlantic Station Gold Line is within a 1 minute walking distance.

Student to Instructor Ratio- The maximum number of students per instructor is 10 to 1 for both lecture and laboratory.

Resource / Library Services- A resource center is available to all students to locate the information, which may aid them in their program of study. The resources consist of text books, reference book and the World Wide Web. The center is available to enrolled student during business hours by appointment.

PROGRAM OF STUDY

DENTAL LABORATORY TECHNOLOGY CURRICULUM

480 Clock Hours

American Dental Academy's Dental Laboratory Technology program involves twelve weeks of lecture and "hands-on" training in which students have opportunities to learn and practice making dental models and prosthesis using various types of materials, procedures and techniques. Taught in a highly individualized laboratory environment, students have the flexibility to complete projects at their own pace and master the skills necessary to become an entry level dental laboratory technician. Upon completion of the twelve-week portion of the training, students will receive a Certificate of Dental Laboratory Technician.

The laboratory program is open Monday through Friday from 8am-5pm. Classes will be held at 212 S. Atlantic Blvd., Suite # 104, East Los Angeles, CA 90022.

WEEK	SUBJECT	CLOCK HOURS
Week I	Orientation to the Profession	40
Week II	Basic Dental Anatomy and Dental Morphology	40
Week III	Intro to Fixed Restorative Techniques & Model & Die	40
Week IV	Wax Patterns (1), (2)	40
Week V	Spruing and Investing, Wax elimination and Casting	40
Week VII	Occlusion	40
Week VIII	Crown & Bridge	40
Week IX	Basic Dental Ceramics	40
Week X	Porcelain Shaping	40

Week XI	Clinical case	40
Week XII	Introduction to Dental CAD/CAM Technology	<u>40</u>
Total Clock Hours		480

COURSE DESCRIPTIONS

Orientation to the Profession (DLT 101)

A general overview of the dental profession is given, including a discussion of professional relationships among the dental team. This course describes the supportive role a crown and bridge technician plays in helping the dentist restore missing and damaged teeth. It describes and demonstrates knowledge of safety rules regarding the proper use and care of related crown and bridge dental laboratory equipment.

Basic Dental Anatomy and Dental Morphology (DLT102)

Students will learn dental anatomy, physiology and morphology, theory and fundamental applied techniques for crown and bridge constructions.

Introduction to Fixed Restorative Techniques and Model and Die (DLT 103)

Model and die fabrication, articulation, construction of wax patterns for progressively more complex partial and full crowns and bridges will be demonstrated and practiced.

Wax Pattern 1 and 2 (DLT 104,105)

Present an Indirect technique for pattern development, undercut wax to be removed from a wax pattern before investing, low thermal conductivity on inlay wax. What areas of the wax pattern is the most critical in the waxing procedure, establishing the occlusal table of a wax pattern.

Spruing and Investing, Wax Elimination and Casting (DLT 106)

Direct spruing and investing, wax elimination and casting, and finishing the casting of single crowns and bridges are also demonstrated.

Occlusion (DLT 107)

Students will also be educated in basic principles of maxillary to mandibular occlusal relationships, the three basic criteria for a functional occlusion, ideal centric occlusion provides. Major patterns of eccentric tooth contacts are also taught.

Crown & Bridge (DLT 108)

Teach how to providing suitable substitutes for the coronal portions of teeth or for one or more lost or missing natural teeth. The types of fixed dental restorations will be presented along with impression and purpose and the Technician's responsibility.

Basic theory and terms used in Dental Ceramics (DLT 109)

Teach basic theory and terms used in Dental Ceramics. Compare ceramics with principles learned in crown and bridge fabrications while recognizing that ceramics is an extension of the same principles with additional emphasis on esthetics.

Porcelain Shaping (DLT110)

Discusses the components of ceramic-metal restoration; various porcelain powders used in its construction and their relationship to the build-up; various condensation techniques; and the effects of porcelain shrinkage.

Clinical Case (DLT 111)

Techniques and skills used to create wax designs and construct single unit ceramic alloy frameworks, as well as proper usage and identification of burs, diamonds, discs, stones that are used for grinding porcelain and finishing metal frameworks are also covered. Train students in opaque procedures, porcelain manipulation, basic shade control, firing cycles, and shaping and glazing single unit ceramic. Develop the ability to complete assigned projects within the framework of assigned time at a level of efficiency necessary for employment.

Introduce Dental CAD/CAM Technology (DLT 112)

CAD/CAM dentistry is a field of dentistry and prosthodontics using CAD/CAM (computer-aided design and computer-aided manufacturing) to improve the design and creation of dental restorations, including crowns, crown lays, veneers, inlays and onlays, fixed bridges, dental implant restorations, dentures (removable or fixed), and orthodontic appliances. CAD/CAM complements earlier technologies used for these purposes by any combination of increasing the speed of design and creation; reducing unit cost; increasing the convenience or simplicity of the design, creation, and insertion processes.

Textbook, Reference Books & Training Aids

Textbook: The Dental Laboratory Technician Manual by American Dental Academy

Reference Books: Fixed Restorative Techniques by Henry V. Murray, B.S., DDS and Troy B. Sluder, D.D.S., M.S. Tooth Carving Manual by Henry A. Linek.

Training Aids: Dental Laboratory Technology trade magazines, such as LAB Management Today (LMT), Dental Lab Products, Journal of Dental Technology (JDT) by the National Association of Dental Laboratories.

Final tests and Examination Information

Students will be required to:

1. Pass the identification of anatomical features of 32 teeth in the oral cavity.
2. Finish B/B set model, which include #9, #13, #27 PFM, PCC, FGC, and regular collar, lingual metal; C/C set model which includes #3-5, #3, #5, # 9-11 PFM, #27 PFM & regular collar, metal collar.
3. Finish D/D set model, which include #9-11 PFM, #12-14 PFM, #20 veneer Crown, #23-26 PFM, #29-31PFM/FGC; G/G set model which include #6, #7.#8, #9, 10# and #11 PFM, regular collar, S/S set model which include all of teeth PCC, PFM, collar
4. Finish Metal casting; to finish B, C, D, G, S set models, metal Crown and Bridge.
5. Pass spruing and investing, was elimination and casing, finishing the single inlays, onlays, Crown and Bridges.
6. Demonstrate proper build up of porcelain, finishing and coloring;

7. Clinically acceptable completion of two patient crown cases.

FACILITY LOCATION / DESCRIPTION

- American Dental Academy's Dental Laboratory Technician Program sessions will be held at 212 S. Atlantic Blvd #104, East Los Angeles, California.
- The Dental Laboratory Program will also have office space in the office of Dr. Lin Yun Hu at 212 S. Atlantic Blvd #103, East Los Angeles, California. There are four dental treatment rooms equipped with dental chairs units, and x-ray machines. Entire 1,100 square feet of space.
- Laboratory classroom #104 is specifically designated for the Dental Laboratory Technician Program. It occupies 1,000 square feet of open space, and is fully equipped with laboratory equipment and desks to encourage individual learning.
- The following equipment is used in laboratory classroom #104.
Handpiece system (2), Foster's wax heater (5);Vibrator (2); Porcelain furnace (1); Vacuum pumps(1);Casting machine (1); Model trimmers (2); Power-Mixer Plus with vacuum (1);Dust Collectors (2); Burnout oven (2); Sandblaster (1); Wax carving pencil (30); Welding goggles (1); Air compressor (1).

FACULTY AND STAFF

Dr. Lin Y Hu, DDS, Chief Executive Officer

Dr. Lin Y. Hu received her DMD from Kunming Medical College, China, in 1984, and earned her Masters of Oral Medicine from Shanghai Second Medical University, China, in 1990. Dr. Hu is a member of the American Dental Association, California Dental Association and the Southern California Chinese Dental Association, and San Gabriel Valley Dental Society and PUNJABI Dental Society. Dr. Hu has practiced dentistry since 1984, established Gabriele Dental Center in 2000, and founded American Dental Academy in 2005. She manages and makes the final decisions regarding all academic, faculty, and student issues.

Constantino Gabriele, CDT, School Director/Chief Operating Officer

Constantino Gabriele received his AA in Humanities from Ventura Community College in 1977, and then earned another AA in Dental Technology in 1980 from Los Angeles City College. In 1999, he obtained a BS in Business Management from the University of Phoenix. For about 10 years Mr. Gabriele worked as a trainer and a sales representative for American Tooth Industries. He is a member of the National Dental Laboratory Association, California Dental Laboratory Association, and the Dental Laboratory Owners Association of California. He has owned and operated American Dental Arts and Crenshaw Dental Laboratory for many years. He holds a bachelors degree in Business Management. He trained dental laboratory technicians and owners as national trainer for Valplast International, Inc., NY. A consultant for American Tooth Industries, and is a retired Professor from Los Angeles City College. Currently holds a seat on the National Association of Dental Laboratories, National Board of Certification; NBC Board Trustee 2012 and has been nominated as an officer for 2013-2015 NBC Educator Board Trustee.

Jose Sanic Roel S. Javier, DMD, MA, Instructor

Graduated from the University of the East in 1983 with degree Doctor of Dental Medicine, and later continued with his studies in the same university to earn his Master of Arts in Teaching with Biological Sciences as his major. Dr. Javier also has earned 13 credit units in pursue of Master of Science in Dentistry. Dr. Javier is a retired Assistant Professor in his Alma Mater, teaching Prosthodontics. He likewise taught the same discipline at the Iloilo Doctors Colleges, School of Dentistry. Currently, he is a registered dental assistant in the State of California, USA, and has been the Interim Director of Dental Assisting and taught at Charter College Long Beach, California.

Zhi Zhong Liu, Instructor

Mr. Liu teaches the Dental Laboratory Technician Program. He received his Bachelor of Science Degree in Mechanical Engineering from Beijing Industry University in 1982. Upon graduation, he worked as a mechanical engineer for 13 years. During this time, he obtained an MBA Certificate from China Media and Broadcasting University. In 2001, he completed his dental laboratory Technician Program at California Adams College. After working in a dental laboratory for years, began teaching Dental Laboratory Technician in 2002.

Maria Maldonado, Program Coordinator & Teacher Assistant

Maria performs routine clerical and organizational tasks, organizes files, drafts messages, and assists in the student recruitment process and school tours for English and Spanish-speaking students. She also assists teachers in the classroom. She graduated from American Dental Academy in 2008 and has been working at Gabriele Dental Center and American Dental Academy since then.

Lucy Huang, Program Coordinator & Teacher Assistant

Lucy assists in the student recruitment process and organization of school tours. She assists teachers in the classroom and arranges job placements for students. She graduated from American Dental Academy in 2006 and has been working at Gabriele Dental Center and American Dental Academy since then.

TUITION AND FEES

All students enroll for a complete program and pay tuition for the complete program prior to entrance unless other arrangements have been made. Tuition includes books/handouts and supplies.

Course	Tuition	Application Fee (non-refundable)	STRF
Dental Laboratory Technology Program	\$5,975.00	\$100.00	\$ 0.00

Arrangements may be made for students to pay tuition on a monthly basis. Tuition must be paid either prior to entrance or prior to the month in which it is due. A late fee of \$25.00 is charged for late payments.

IF A STUDENT OBTAINS A LOAN TO PAY FOR AN EDUCATIONAL PROGRAM, THE STUDENT WILL HAVE TO REPAY THE FULL AMOUNT OF THE LOAN PLUS INTEREST, LESS THE AMOUNT OF ANY REFUND, AND THAT, IF THE STUDENT RECEIVES FEDERAL STUDENT FINANCIAL AID FUNDS, THE STUDENT IS ENTITLED TO A REFUND OF THE MONEY NOT PAID FROM FEDERAL FINANCIAL AID FUNDS.

THE TOTAL CHARGE FOR THE ENROLLMENT PERIOD IS: \$5,975.00

THE TOTAL ESTIMATED CHARGES FOR THE ENTIRE ENROLLED PROGRAM IS: \$5,975.00

THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT IS \$5,975.00

PERFORMANCE FACT SHEET/ENROLLMENT AGREEMENT

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing this agreement. The documents contain important policy and performance data for this institution. The institution is required to have the student sign and date the information included in the School Performance Fact Sheet relating to completion rates, license examination passage rates and salaries or wages, prior to signing the agreement.

PLACEMENT ASSISTANCE/FOLLOW-UP INFORMATION

Follow-up surveys of both graduates and employers are conducted and maintained for the purpose of improving curriculum and assisting future graduates with employment.

CERTIFICATE PROGRAM LIMITATIONS

The Dental Laboratory Program, a private-post-secondary certificate program is not accredited by an accrediting agency recognized by the United States Department of Education.

CERTIFICATION REQUIREMENTS TO BECOME A CDT

According to the National Board for Certification in Dental Laboratory Technology (NBC), Dental technicians who desire to become a CDT must successfully pass three examinations (taken in any order) within a four-year period: a general knowledge written comprehensive, a specialty practical, and a specialty written. The six specialties to choose from are: 1) complete dentures, 2) partial dentures, 3) crown and bridge, 4) ceramics, 5) orthodontics, and 6) implants.

WEBSITE INFORMATION:

American Dental Academy maintains a website that contains the following information:

- (1) The school catalog
- (2) A School Performance Fact Sheet
- (3) Student brochures offered by the institution
- (4) A link to the bureau's Internet Web Site
- (5) The institution's most recent annual report submitted to the bureau
- (6) Programs offered at ADA

www.la-ada.com

CATALOG UPDATES:

Pursuant CCR 71810 (a), ADA will update the catalog annually. Annual updates will be made by the use of supplements or inserts accompanying the catalog. If changes in educational programs, educational

services, procedures, or policies required to be included in the catalog by statute or regulations are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog.

It is the policy of ADA to provide each prospective student with a catalog prior to enrollment. The catalog will be provided either by a hard copy or an electronic version.

A hard copy will be provided at the time initial contract is made by the prospective student at the ADA location.

An electronic version of the catalog will also be provided to a prospective student prior to enrollment. The electronic catalog will be available on the ADA website whereby prospective students are able to click on a catalog icon where the student may view the catalog and/or print it.

The electronic version of the catalog can also be email to any prospective student that contacts ADA office.

If a prospective student brings an electronic device to any initial meeting to ADA, then an electronic version may also be transferred to the student device upon request.

COMPLAINT PROCEDURE

From time to time circumstances will arise where a student wishes to sit down with the school director and discuss a problem or complaint. Students should feel free to see the director to make an appointment for a convenient time where concerns can be discussed. The school director will remain readily available to students.

If, after discussing your complaint with the school director, you still feel that your complaint has not been resolved, you may follow the review procedures listed below:

1. Write a complete description of your complaint and present it the Program Director.
2. Within ten days of receiving your written complaint, the Program Director will appoint a review board consisting of the school Director, one instructor, and one student.
3. The review board will meet within five business days of its appointment and review the written complaint as well as meet with the complainant.
4. The review board will issue a decision within ten days of the final hearing on a particular complaint. The decision of the review board will be final.

NOTICE: Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capital Oaks Drive, Suite 400, Sacramento, CA 95833. PO Box 980818, West Sacramento, CA 95798-0818; Web site address: www.bppe.ca.gov

Toll-free telephone: (888) 370-7589 or (916) 431-6959 and fax (916) 263-1897

COMPLAINT: A student or any member of the public may file a complaint about this institution with

Section 20: Catalog / DLT

the Bureau for Private Postsecondary Education by calling toll-free tel. (888)-370-7589 or by completing a complaint form, which can be obtained on the bureau's internet web site: www.bppe.ca.gov