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Catalog

Effective Date: January 1, 2024

Board Members: Dr. Whitney Sebree, DMD, Steve Sebree

Chief Executive Officer/President/Clinical Director: Dr. Whitney Sebree, DMD

Chief Program Officer/Chief Growth Officer: Steve Sebree

1. Program Offered

1.1. **Dental Assisting Program:** Unity Dental Assisting is a certificate granting private postsecondary program which accelerates the education and success of students in the field of dentistry. This training program is designed to prepare students with foundational knowledge to enter the workforce as trained Dental Assistants. All Unity Instructors have years of industry experience working as trained professionals in Dental Assisting. Focus will be placed on both basic and advanced techniques in the field of dentistry through a hybrid educational delivery method.

1.2. **Clock Hours:**
 Online Learning Clock Hours = 54.0
 Hands-On Training Clock Hours = 51.5
 Total Program Clock Hours = 105.5
 Externship Clock Hours = 40 (Optional Add-On)

1.3. **Online Learning Class Outline**

Module	Classes	Clock Hours
1	<ul style="list-style-type: none"> • Orientation & Introduction into Dental Profession • Introduction to Dental Assisting • Introduction to the Dental Practice • Preparing for Treatment • Dental Team • Dental Ethics and The Law 	4.0
2	<ul style="list-style-type: none"> • Sterilization • Disease Transmission • Processing Instruments • Microbiology • Landmarks of the Face • Tooth Morphology • Dentition 	4.0
3	<ul style="list-style-type: none"> • Sealants • Preventative Dentistry • Pediatric Dentistry • Nutrition • Matrices 	4.5

	<ul style="list-style-type: none"> Anatomy Dental Caries Coronal Polishing 	
4	<ul style="list-style-type: none"> Diagnosis and Treatment Planning Ergonomics Dentrix 	2.0
5	<ul style="list-style-type: none"> Dental Instruments Dental Handpieces Oral Surgery Endodontics 	3.0
6	<ul style="list-style-type: none"> Vital Signs Patient Records Laboratory Procedures and Equipment Impressions Medical Emergency Anesthesia 	4.0
7	<ul style="list-style-type: none"> Provisionals 	1.5
8	<ul style="list-style-type: none"> Radiography 	1.5
9	<ul style="list-style-type: none"> Restorative Materials General Dentistry Dental Fillings, Liners, Bases Dental Cements 	3.0
10	<ul style="list-style-type: none"> Fixed Prosthodontics 	2.0
11	<ul style="list-style-type: none"> Removable Prosthodontics Oral Pathology Dental Implants Dental Photography 	3.5
N/A	Final Exam Online	1.0
N/A	Radiation Health & Safety Course	10.0
N/A	Coronal Polish Course	10.0
Total Online Learning Clock Hours		54.0

1.4. Hands-On Training Class Outline

Week	Classes	Clock Hours
1	Orientation & Introduction into Dental Profession	6.5
2	Sterilization, Infection Control & Maintenance	6.5
3	Dental Anatomy & Physiology/Dentition	6.5
4	Dental Charting, Professionalism, & Resume Workshop	6.5
5	Dental Instruments & Equipment	6.5
6	Dental X-Rays (including CBCT & Panoramic)	6.5
7	Vital Signs, Anesthesia, CPR Certification, & Final Exam Practical	6.5
N/A	Weekly Hands-On Quizzes	6.0
Total Hands-On Learning Clock Hours (excluding externship)		51.5
Externship - Optional Add-On (see Section 1.4.1.)		40

- 1.4.1. An externship is not required to receive a certificate of completion. However, it is strongly recommended that all students complete an externship for the benefit of potential employment opportunities that may arise out of the externship. Unity Dental Assisting will support externship placement at no extra cost to the student.

- 1.5. **Hybrid Structure:** The program has been structured to meet the demands of today's students by teaching and training in a flexible and convenient two-part series of classes. The curriculum, videos, and supporting training documents were created by Dr. Whitney Sebree, DMD, an award-winning and currently licensed dentist.
 - 1.5.1. **Part 1 Online Learning:** Offered exclusively through Unity's proprietary online student portal. Here, students will watch instructional training videos, guide themselves through lectures slides, listen to voiceover audio recorded by Dr. Sebree, and complete quizzes and tests. Once all online coursework has been completed with passing grades, students will move to Part 2 Hands-On Training.
 - 1.5.2. **Part 2 Hands-On Training:** Students will find familiarity with each of these classes as they work through the entire curriculum for a second time via hands-on clinical training. To build understanding and confidence, each online lecture will be taught in an in-person setting by a Unity Instructor, ensuring the student is given multiple opportunities to learn the required material prior to completing the program.
 - 1.5.3. **Technology Requirements:** Due to the online learning requirements of Unity's student portal, students must have access to their own internet-enabled device (computer, laptop, or tablet recommended) which allows them to access and reliably connect to Unity's student portal website.

2. Academic Calendar

Due to the short term of the course, all holidays may not be observed. However, the holidays that will always be observed if they occur the same day as a hands-on class are: New Years Eve, New Years Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving, the day after Thanksgiving, Christmas Eve, and Christmas Day. The academic calendar will be updated each year.

3. Tuition, Costs, & Fees

Total Cost: \$4,450.00

- 3.1. Each student is provided with the necessary clinical supplies, dental equipment, and technology needed to complete the program and successfully achieve passing scores. This includes full access to Unity's proprietary online e-learning system (LMS) containing the program curriculum and other valuable tools and resources. No physical textbook is required or mandated to pass the program. All students are required to purchase QTY (1) black scrub top and QTY (1) black scrub bottom (no specific brand or design is required but they must be black). UDA allows a maximum stipend amount of up to \$40.00 (including tax) per student. Each student can choose to spend more than this on their scrubs, but the difference of any amount above \$40 is the responsibility of the student.
- 3.2. Online e-Learning Platform (LMS), RHS online course for DANB exam, Coronal Polishing online course for DANB exam, Supplies, & Equipment: \$500.00
- 3.3. Scrubs: \$40.00
- 3.4. Basic Life Support Cardiopulmonary Resuscitation (CPR) certification: \$60.00
- 3.5. Tuition: \$3,850.00

4. **Payment Plans & Financing Options**

All students must enroll online at <https://www.unityda.com> and students are required to pay by choosing from one of the below payment options. These payment and financing options are available to all students of Unity.

- 4.1. **Pay in Full:** Program must be completely paid for prior to starting classes. With this option, students may be eligible for tuition discounts based on seasonal specials, early tuition prepayment, or full tuition payment. There are no fees or interest associated with this option.
- 4.2. **Standard Payment Plans:** Weekly or bi-weekly payment options. Down payment required prior to first day of class. Students may elect to start paying early. Program must be paid in full prior to receiving certificate of completion. There are no fees or interest associated with this option.
- 4.3. **Customizable Payment Plans:** Weekly, bi-weekly, or monthly payment options based on selected variables using Unity's online tuition payment calculator. Program must be paid in full prior to receiving certificate of completion. Students may elect to start paying early. There are no fees or interest associated with this option. If a balance is due at the end of the course, the certificate of completion may be held until the outstanding tuition balance is satisfied. Employers can request confirmation of a student's graduation directly from Unity Dental Assisting.
- 4.4. **Financing Option:** Payments are made monthly to a third-party financing partner. Student must be approved for financing prior to first day of class. A down payment is required to be eligible for this option. Interest and/or fees may be incurred. Early payoff, prepayment, or extra payments are subject to the terms and conditions of the financing partner.
- 4.5. All payments going directly through Unity Dental Assisting will be automatically charged to the card used for the first payment transaction. A confirmation receipt for each transaction will be sent to the student's email.

5. **Admission Requirements**

- 5.1. To be eligible for enrollment, all applicants must have an entrance interview with an Admissions Representative and meet at least one of the following criteria:
 - 5.1.1. Proof of high school diploma, certificate of high school equivalency, or completion of a secondary education in a home school setting that complies with all state law.
 - 5.1.2. Official educational transcripts
 - 5.1.3. Must be 18 years of age, or 17 years of age with parental or guardian consent. Must show proof of date of birth via driver's license, state issued ID, or other form of legal documents.
- 5.2. **English Proficiency:** This course is offered in English and due to the accelerated pace of this course, students should be proficient in reading, writing, and speaking English.

6. **Campus Information, Housing, and Security Policy**

Training takes place in a modern dental office facility fully equipped with clinical areas, operatories, lab and sterilization, and x-ray rooms. Instructors and students have access to all necessary dental assistant equipment to help facilitate hands-on classes. The facility is ADA accessible, with

reasonable accommodation available upon student request. Class sizes are capped at 18 students, maintaining a student/teacher ratio of 6:1. Lockers or storage for personal belongings are not provided, and students are advised to secure their items at their own discretion, either at home, in their vehicles, or in class. Firearms are strictly prohibited on the school campus. Residential housing is not offered or provided by Unity. The entire Unity Dental Assisting program, curriculum, and materials will be conducted in English.

7. **Health Risk Acceptance**

Every student acknowledges the health risks associated with a career in Dental Assisting and understands they could come in contact with various infections, viruses, and diseases during their time as a student enrolled in Unity's Dental Assisting program. All students of UDA recognize these health risks and assumes personal responsibility for either receiving or not receiving the necessary vaccinations and/or known methods of protection against various infections, viruses, and diseases, including, but not limited to Hepatitis B, Tetanus/Diphtheria, and Tuberculosis. Unity Dental Assisting is not held liable for any student who contracts infections, viruses, or diseases while enrolled in the program.

8. **Completion Requirements**

Students must successfully fulfill the following requirements to receive a Certificate of Completion in Dental Assisting:

- 8.1. Must end the Dental Assisting program with an average grade of 70% or higher to be eligible to receive a certificate of completion.
- 8.2. Must have an attendance rate of at least 71% (attend at least five (5) out of seven (7) in-person classes) to graduate.
- 8.3. Students whose grade average is below 70% or students who have missed more than two (2) in-person classes will not receive a certificate and will be considered failed. These students, however, will be allowed to retake the entire Dental Assisting Program at a reduced fee of \$1,000.00 only if all prior and current financial obligations have been met.
- 8.4. The payment plan selected may delay when a student receives their certificate of completion. Students who have completed all program requirements and who have outstanding financial obligations to Unity Dental Assisting will have their certificates held until their financial obligations are satisfied.

9. **Graduation Awards**

Once students have fulfilled all requirements of the Dental Assisting Program and it is determined they are eligible to graduate, they will receive the following:

- 9.1. Certificate of Completion in Dental Assisting (a \$15 fee is required to reprint and/or mail any certificates)
- 9.2. American Heart Association BLS CPR Certification

10. **Cancellation & Refund Policy**

- 10.1. **Denial:** An applicant denied by UDA is entitled to a refund of all monies paid.
- 10.2. **Three-Day Cancellation:** An applicant who provides written notice of cancellation within three days (excluding Saturday, Sunday and federal and state holidays) of signing an

enrollment agreement is entitled to a refund of all monies paid, except for any credit card or debit card transaction fees. UDA shall provide 100% of the refund (less transaction fees) no later than 30 days of receiving the notice of cancellation.

- 10.3. **Other Cancellations:** An applicant requesting cancellation more than three days after signing an enrollment agreement and making an initial payment, but prior to entering the UDA program, is entitled to a refund of all monies paid, except for any credit card or debit card transaction fees.
- 10.4. **Leave of Absence (LOA):** If a student needs to take a LOA (maximum four (4) weeks) they must first notify the board in written format, describing why they are taking time off, how long they expect to be absent, and their expected return date. The board will review each individual case and accept or deny the request. If the request is accepted, a plan will be implemented to place the student in the next available class where he/she left off in the program. If the student does not return on the specified date agreed upon by student and the board, then the refund policy (defined in Section 8) will be followed. If the request is denied, then the student will be refunded monies as listed in the refund policy. Each student will only be allowed to take one LOA during their enrollment in the program, and the time cannot exceed four (4) weeks. If the student needs to take a longer period off, they will be refunded their monies based on UDA's refund policy listed below. If they wish to re-enter the program, they will have to reapply and pay the full fee.

11. Refund After the Commencement of Classes

11.1. Procedure for Withdrawal/Withdrawal Date

- 11.1.1. Students withdrawing permanently from the course after the commencement of classes are required to initiate contact with a representative from Unity Dental Assisting to let them know of their desire to withdraw. A pre-exit interview, either verbally or in writing, will be conducted to gain insights into the reasons for withdrawal and to discuss any applicable refunds according to the refund policy. If no viable accommodations can be identified to support the student in remaining enrolled in the course, and the decision to withdraw persists, the student will be officially dropped from the course. This process involves the submission of an Exit Interview Form, confirming the student's understanding of the withdrawal procedure and expressing their desire to withdraw. The withdrawal date, as indicated in the refund policy section, will be used to enforce the applicable refund policy.
- 11.1.2. For a student who is on authorized LOA, the withdraw date is the date the student was scheduled to return from the LOA and failed to do so.

11.2. Tuition Charges/Refunds

11.2.1. After the commencement of classes, the tuition refund fee amount shall be determined as follows:

Percentage of Clock Hours Attended	Tuition Refund Amount
10% or less	90%
More than 10% and less than or equal to 20%	80%

More than 20% and less than or equal to 30%	70%
More than 30% and less than or equal to 40%	60%
More than 40% and less than or equal to 50%	50%
More than 50%	No refund required

11.2.2. The percentage of clock hours attended is calculated by dividing the total number of clock hours elapsed from the student's start date in the program to the student's last day of attendance, by the total number of clock hours in the program.

12. **Refunds**

Refunds will be issued within 30 days of the date of student notification, or date of UDA determination (withdrawn due to absences or other criteria as specified in the UDA Catalog), or in the case of a student not returning from an authorized LOA, within 30 days of the date the student was scheduled to return from the LOA and did not return.

13. **Educational Delivery Method**

- 13.1. The Dental Assisting program has been carefully crafted and structured by award-winning dentist, Dr. Whitney Sebree, DMD to help graduating students walk away with the confidence and necessary skill set they need to be a valued member of a dentistry team. The entire program consists of a hybrid schedule containing online modules and hands-on clinical training with an optional externship add-on. Classes will consist of the following:
- Online coursework including instructional videos, lecture slides, voiceover audio recorded by Dr. Whitney Sebree, quizzes, and tests.
 - In-person hands-on clinical training in an active dental practice (operating during dental practice non-business hours).
- 13.2. Unity's online learning and hands-on training provides students with the relevant exposure and real-world dental scenarios they need to enter the workforce.

14. **Career Services**

- 14.1. At UDA, student success is the absolute top priority. It is the goal for every graduate of the dental assisting program be ready to start work immediately. Because the quality and success of each UDA student is so important, the following services will be offered to ensure all students are given the opportunity to achieve their goals:
- Tutoring (private or in a group setting) for any student of UDA – \$25/hour per student
 - Online webinars and chat sessions available to answer student questions
 - Resume support and feedback
 - Interviewing techniques and coaching
 - Externship placement support
 - Job placement support
 - Career counseling
- 14.2. **Job Placement Support:** Unity Dental Assisting has several ways to assist graduates in finding jobs upon graduation. Although every effort is made to support graduates with job placement in the Dental Assisting field, there is no guarantee of employment. Unity students and graduates are provided the following as part of job placement support:

- Resume writing guidance and feedback.
- Coaching students on interview process and provide real-world scenarios with sample questions.
- Coaching students on overcoming objections in the job searching process.

15. **Postponement of Start Date**

Postponement of a starting date, whether at the request of the school or the student, requires a written agreement (email is sufficient). The agreement must set forth:

- Whether the postponement is for the convenience of the school or the student, and;
- A deadline for the new start date, beyond which the start date will not be postponed.
- If a new start date cannot be agreed upon by both parties, then a full refund will be issued to the student within 30 days of the decision.

If the course has not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to a full refund of prepaid tuition and fees within 30 days of the deadline of the new start date. This is determined in accordance with the school's refund policy and all applicable laws and rules concerning the Private Occupational Education Act of 1981.

16. **Attendance Requirements**

It is highly recommended that no student is absent from any classes due to the concentrated learning structure of the course. Except for family emergencies and serious illness, students should plan to attend all classes. If a student misses more than two (2) hands-on classes, the student will be considered failed. All financial obligations of the failed student must be met regardless of their success or lack of success at Unity Dental Assisting. Refer to the refund policy to determine if a refund applies. In the event of inclement weather and/or emergency cancellation by the school, Unity Dental Assisting will adjust the hands-on classes and make every attempt to complete all training and coursework with the same final class date as originally planned. Rescheduling or adjusting of any classes or coursework will be communicated as necessary.

- 16.1. Students can miss up to 13 hours of class/clinic time and still qualify for graduation (must attend at least five (5) of seven (7) hands-on classes). Students are required to have an attendance rate of at least 71%.
- 16.2. Students arriving late or leaving early will result in a half day absence (0.5) on a student's attendance record. The student MUST be present for five (5) days out of the seven (7) class days.
- 16.3. To receive credit for attending the full class day, the student must arrive on time and stay until the end of class.
- 16.4. If a student is late to class or is unable to attend a class, the student is required to inform their instructor immediately of their tardiness or absence. Arrangements will be made to help the student make up the hands-on coursework that was missed. There will be no additional charge for make-up sessions. Instructors may request a student's withdrawal from the program if absences or tardiness exceed the allowable limit of missed hours.
- 16.5. Students who are unable to continue classes for medical or personal reasons will be required to take a leave of absence until they are able to return to class. Please refer to the Leave of Absence policy in this Catalog.
- 16.6. **Makeup Policy for Hands-On Classes:** It is strongly recommended that students put forth their very best effort to make up for any missed coursework or training. It is the students'

responsibility to contact their instructor to coordinate a mutually convenient time for a makeup session. The instructor can use their discretion to decide when the student will complete their makeup work. If the student and instructor are unable to schedule a mutually agreeable makeup appointment during the week, the student must be prepared to either complete the makeup work during the following class or attend the class of the next cohort/training session that covers the material the student missed.

- 16.7. **Makeup Policy for Final Exam Practical (Last Day of Class):** If, for any reason, a student is unable to take the Final Exam Practical during the last day of hands-on training, the student is required to schedule and attend a makeup session. It is the students' responsibility to coordinate a mutually convenient time with their instructor. If the student does not make up the Final Exam Practical within 60 days of the missed last day of class, the student will receive a zero for the exam.

17. Student Re-Enrollment

- 17.1. **LOA:** Following a LOA that was approved by the board, the student may re-enroll in the next available course that has open seating.
- 17.2. **Four Weeks or Less:** Students who've missed four weeks or less, and have been approved for the leave of absence, may stay where they were in the program and join the next available course to finish up the program at no additional cost. UDA will reserve a seat in the appropriate class for the student.
- 17.3. **Over Four Weeks:** Student will have to start over with the courses and will be placed in the next upcoming class that has availability. After a LOA of 30 days, a refund will be given to the student based on UDA's refund policy. For this reason, the student will have to pay tuition and all fees again.

18. Academic Standards

- 18.1. **Homework:** Students are required to complete all assignments listed for each module and course to receive their certificate of completion. Homework is graded on the percentage-based grading scale in the following section.
- 18.2. **Grading Scale for Homework, Exams, & Practical's**
A = 90% – 100% Excellent
B = 80% – 89% Above Average
C = 70% – 79% Average
D = 60% – 69% Below Average/Fail
- 18.3. **Exams & Failures:** Exams for each online module will be taken online and will cover the coursework and material for that module/course. Weekly hands-on quizzes for each week of hands-on training class will be taken online prior to the upcoming hands-on class. Students will be graded on Unity's percentage-based scale. Receiving passing exam grades indicates the student's capabilities and workforce readiness, and their ability to apply the principles taught throughout the course. If a student fails a quiz (less than 80%), or if a student fails a test (less than 70%), the student is required to retake the quiz/test until they receive a passing grade for each failed attempt. Any student who fails a quiz or test is strongly encouraged to schedule time with a UDA Instructor for the purpose of remediation.

- 18.4. **Satisfactory Academic Progress Policy:** Students must maintain satisfactory academic progress to remain enrolled. To maintain satisfactory academic progress, the student is required to pass each quiz and test. The program in which the student is enrolled must be completed in no more than 150% of the clock hours required. Student must maintain a grade point minimum of 70% (C) or higher to earn a passing grade for the entire program and receive their certificate of completion.
- 18.5. **Tutoring:** Private or group tutoring with an instructor is available to the students and is optional. There will be an hourly fee for the instructor's time of \$25/hour. The price remains the same regardless of the number of students attending the session.
- 18.6. **On-Time Program Completion:** Each student must complete all designated online coursework (except for the final exam) in a timely manner prior to entering hands-on training. Each student selects and signs up for a specific hands-on training class and is required to first complete the designated online coursework to be eligible for their selected hands-on class. If a student does not complete the designated online coursework within six months of the online learning start date and prior to the hands-on training class they selected, UDA reserves the right to:
- Require the student to retake all designated online coursework, or
 - Move the student to a different future hands-on class, or
 - Dismiss the student from the program. If dismissed for this reason, the student is entitled to a refund according to the policy outlined in the section, Refund After the Commencement of Classes.

19. **Grade Reporting & Transcripts**

Grades for every student are recorded online at the completion of each module and are readily available to students at any point during the program. Cumulative grades are calculated as a running total so that students can check their overall score as they progress through the program. All records will be kept in a digital format after the student's graduation. Students can request a transcript by notifying the administration department in writing.

20. **Credits**

No previous credits will be accepted to complete the program.

21. **Dismissal Policy**

A student can be dismissed from UDA at any time for the following reasons:

- 21.1. **Academic Failure:** If a student fails any test or the final exam (quizzes not included) more than three times, the student may be dismissed from the program.
- 21.2. **Clinical Failure:**
- 21.2.1. Unsafe practice in the clinical area.
 - 21.2.2. Inappropriate behavior towards a patient, other student, or faculty/staff.
 - 21.2.3. Student attendance rate falls below 71% (according to Attendance Requirements) and absence(s) is unapproved.
- 21.3. **False, Fraudulent, or Rude/Disrespectful Behavior:** We at UDA believe that the most important qualities a healthcare professional can possess are honesty, integrity, compassion, and kindness. We hold our students to the highest standard and expect them

to carry themselves in an ethical, professional, and friendly manner. There will be no tolerance for any type of cheating or academic dishonesty in any aspect of the program. There will be no tolerance for students who are disrespectful, rude, and otherwise unkind to their classmates, Unity Faculty and Staff, and Unity Instructors.

- 21.4. **Breach of patient confidentiality:** Sharing any patient information with anyone who is not involved in the patients' immediate care, accessing patient files that do not pertain to or belong to the student, and improper handling of any patient files or documentation.

22. **Student Grievance Procedure**

Should a student have a complaint with the institution, the following steps shall be taken:

- 22.1. Student shall first attempt to address the grievance informally with the instructor or applicable staff or faculty member and try to resolve it. If unsuccessful, proceed to the written grievance procedure.
- 22.2. Student may state the grievance in writing to their Student Advisor or designee. The Student Advisor or designee shall have ten (10) business days in which to investigate and address the grievance.
- 22.3. Should the Student Advisor or designee fail to, or unacceptably address the grievance, the Student may file a complaint with the Arizona State Board for Private Postsecondary Education. The Student must contact the State Board for further details.
- 22.4. If the Student complaint cannot be resolved after exhausting the institution's grievance procedure, the student may file a complaint with the Arizona State Board for Private Postsecondary Education. The student must contact the State Board for further details. Students have one (1) year from the date of the occurrence to submit a grievance to the Institution.
- 22.5. The State Board address is:

*1740 W. Adams Street, Suite 3008
Phoenix, Arizona 85007
602-542-5709
Website: <https://ppse.az.gov>*

23. **Requirements for Graduates to Practice**

- 23.1. **State/Local Requirements Per the Dental Assisting National Board (DANB):**

23.1.1. A dental assistant in the state of Arizona may perform basic supportive dental procedures specified by the state dental practice act under the direct supervision of a licensed dentist.

23.1.2. There are no education or training requirements for this level of dental assisting.

- 23.2. **Dental Assistant qualified in coronal polishing:** To perform coronal polishing procedures in the state of Arizona under the general supervision of a licensed dentist, a dental assistant must hold an Arizona Coronal Polishing Certificate. To qualify, one must:

- 23.2.1. Pass DANB's Coronal Polish exam found in the Coronal Polish Exam for Arizona Residents (CPEAR) [Form A] application packet (administered by DANB), AND
- 23.2.2. Submit an Arizona Coronal Polishing Clinical Skills Affidavit [Form B] completed by a licensed dentist or coronal polishing educator/course instructor, AND
- 23.2.3. Receive the Arizona Coronal Polishing Certificate, sent upon successful completion of the DANB Coronal Polish exam and submission of the Arizona Coronal Polishing Clinical Skills Affidavit to DANB.
- 23.2.4. Learn More about DANB's Coronal Polish Exam for Arizona Residents (CPEAR) [Forms A & B] at: <https://www.danb.org/~media/Files/2015-State-Applications/CPEAR.ashx?la=en>

23.3. RHS/Radiography Requirements Per DANB:

- 23.3.1. To legally operate dental x-ray equipment and perform dental radiographic procedures in Arizona, a dental assistant must meet the requirements shown below.
- 23.3.2. A dental assistant must hold a current Arizona Board-approved certificate in radiology. To obtain a certificate, one must:
 - 23.3.2.1. Pass the national DANB Radiation Health and Safety (RHS) exam, AND
 - 23.3.2.2. Receive the Arizona Radiologic Proficiency Certificate (ARPC), issued by DANB, OR
 - 23.3.2.3. Be currently certified in another U.S. jurisdiction that requires successful completion of a written and clinical dental radiography exam, AND
 - 23.3.2.4. Apply to the Arizona State Board of Dental Examiners (ASBDE) for Dental Assistant Radiography Certification by Credential and receive the Arizona Radiologic Proficiency Certificate, issued by the ASBDE.
 - 23.3.2.5. **Note:** Arizona no longer requires dental assistants to take the Arizona Clinical Radiologic Proficiency Exam as a requirement for earning the Arizona Radiologic Proficiency Certificate, effective Jan. 1, 2011. Dental Assistants who passed the RHS exam prior to Jan. 1, 2011 but have not passed the clinical exam may call DANB at 1-800-367-3262 for information on how to obtain an Arizona Radiologic Proficiency Certificate.
 - 23.3.2.6. Learn more about DANB's Radiation Health and Safety (RHS) exam at: <https://www.danb.org/en/Become-Certified/Exams-and-Certifications/RHS-Exam.aspx>

23.4. National Requirements Per DANB to Become a Certified Dental Assistant:

- 23.4.1. **Certified Dental Assistant:** Students need to complete the Infection Control Exam (ICE) and Radiation Health and Safety (RHS) exam which have no pre-requisite and complete one of the following:
- 23.4.1.1. Pathway I: Graduation from a Commission on Dental Accreditation (CODA) dental assisting or dental hygiene program, AND current CPR certification from a DANB-accepted provider
 - 23.4.1.2. Pathway II: High school graduation or equivalent, AND minimum of 3,500 hours of approved work experience, AND current CPR certification from a DANB-accepted provider
 - 23.4.1.3. Pathway III: Former DANB CDA status, or graduation from a CODA-accredited DDS or DMD program, or graduation from a dental degree program outside the U.S. or Canada, AND current CPR from a DANB-accepted provider.

24. **The Student Understands**

- 24.1. UDA does not accept credit for previous education, training, work experience.
- 24.2. UDA does not guarantee job placement to graduates upon program completion or upon graduation.
- 24.3. UDA reserves the right to reschedule the program start date when the number of the students scheduled is too small.
- 24.4. UDA will not be responsible for any statement of policy or procedure that does not appear in the UDA catalog.
- 24.5. UDA reserves the right to discontinue the student's training for unsatisfactory progress, nonpayment of tuition, or failure to abide by UDA rules.
- 24.6. UDA does not guarantee the transferability of credits to a college, university, or institution. Any decision on the comparability, appropriateness, and applicability of credits and whether they should be accepted is the decision of the receiving institution.