











## **Registered Dental Assisting Purpose and Objectives**

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

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

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











## TNPTI Code of Honor

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

### **Violations Defined:**

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

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

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

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

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

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





# Registered Dental Assisting Program Cost & Payment Policy

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

## **\$4,999.00 - Total Tuition**

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

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

**TNPTI Payment Plan** - \$1000 deposit to secure your spot and begin the course. Once class begins, 24 weekly payments of \$166.63 made through Mia Share using a debit or credit card. We accept Visa, Mastercard, Discover and American Express through Mia Share Payment Plans at: <https://tnpti.mia-share.com/tuition-flyer> The payor's information must be completed for tuition payment plans.

- Full payment, deposit and/or payment plans for any remaining balance must be made or set up and approved prior to the first day of class. If arrangements have not been made, you will be deferred to the next class.

*\*\*\*If you are using Climb Credit, PayPal, WIOA or Skill UP, you will not need to set up a TNPTI payment plan with Mia Share\*\*\**

## **Climb Credit Financing** -

p

---

**PayPal or PayPal Credit** - Payment arrangements can be made through your PayPal Account. (see [www.TNPTI.com](http://www.TNPTI.com))

**American Job Center** - Financial Assistance may be available through the American Job Center in your county through the WIOA (Workforce Innovation and Opportunity Act). You will need to create OR use your existing profile at [www.JOBS4TN.GOV](http://www.JOBS4TN.GOV) and then you may apply in person for tuition assistance. This is a need-based program and once you apply, someone from the AJC will contact you to see if you qualify and walk you through the process for receiving tuition assistance.

**SkillUp**- Financial Assistance may be available through SkillUp Tennessee. You may apply online at: <http://skillup.tennessee.edu/> and click on participants. This is a need-based program for students who are receiving SNAP benefits.

# TN Professional Training Institute Refund & Cancellation Policy

## For the 3 Week and 10 Week Dental Assisting Training Course

Students enrolling in TN Professional Training Institute's Dental Assisting Program **are eligible for a full refund** if the student withdraws from the TN Professional Training Institute on or before the first day of classes or fails to begin classes. The refund shall equal the sum of all amounts paid or to be paid by or on behalf of the student for the period of enrollment, less an administrative fee of one hundred dollars (\$100.00).

If, after classes have commenced, a student who has enrolled in TN Professional Training Institute's Dental Assisting Program withdraws, drops out, is expelled or otherwise fails to attend classes after the first day and until 25% of the course is in session, the student shall be refunded twenty-five percent (25%) of all amounts paid or to be paid by or on behalf of the student for the period, less an administrative fee of one hundred dollars (\$100.00).

If, after classes have commenced, a student who has enrolled in the TN Professional Training Institute's Dental Assisting Program withdraws, drops out, is expelled or otherwise fails to attend classes after 25% of the course, the student is responsible for one hundred percent (100%) of the tuition, fees and other charges assessed by the TN Professional Training Institute **and will not be issued a refund.**

**The refund request must be made in writing via email to [info@tnpti.com](mailto:info@tnpti.com) within 10 days of the first day of missed class**

## **Registered Dental Assisting Grievance Policy**

While we do our best to provide a friendly, conducive environment for learning at the Tennessee Professional Training Institute, we do understand that conflict may arise. Because we go out of our way to create a positive learning environment, if there is a misunderstanding between students or instructor, parties involved are encouraged to communicate directly in an attempt to work out any misunderstanding.

If the issue has not been resolved after communication attempts have been made, students may get in contact with the Institutional Director, Nancy Schott, at 1819 Memorial Blvd., Murfreesboro, TN 37129 and can be reached by phone at 615-631-8440. The director may ask students to submit their grievance in writing or it may be accepted verbally depending on the nature of the grievance. The Institutional Director will act on the grievance and inform all involved parties of their discussion verbally or in writing within 7 business days of receiving the complaint.

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

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

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

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



## **TN Professional Training Institute Program Credit Transferability**

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

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

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

