



**Registered Dental Assisting Program
2021 Catalog**

TN Professional Training Institute
Registered Dental Assisting
1819 Memorial Blvd, Murfreesboro, TN 37129

The TN Professional Training Institute is authorized by the Tennessee Higher Education Commission. This authorization must be renewed each year and is based on an evaluation by minimum standards concerning quality of education, ethical business practices, and fiscal responsibility. This catalog was last updated 04/12/2021.

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TN Professional Training Institute
1819 Memorial Blvd, Murfreesboro, TN 37129

About the Faculty

Nancy Schott - Owner and Director
www.tnpti.com nancy@tnpti.com

*Nancy received her Bachelor of Arts from Samford University in Birmingham, Alabama after growing up on the beaches of Florida. She has spent more than 25 years around the dental field and enjoys helping students begin their career in dental assisting. Nancy has 4 children who keep her on her toes!

*Sheila has been a Registered Dental Assistant for 17 years and has experience in all aspects of dentistry, including orthodontics, oral surgery and pediatrics. She is also certified in radiology, sealants, N2O monitoring and coronal polishing. Her greatest joy is teaching about dentistry and helping students begin a new career. Sheila has 2 children and 2 grandchildren to love!

*Jennie received her Associates degree in applied science and has been a Registered Dental Assistant for more than 6 years. Jennie has her radiology, safety and expanded functions certifications. She enjoys teaching about the field of dentistry and helping others get a start on a new career and a better future. Jennie has one precious daughter who brings her great joy!

*Brittney received her Tennessee Registered Dental Assisting diploma from Kaplan Career Institute in Nashville and has been an RDA and a dental office manager for over 9 years. She brings with her many other dental certifications and experiences to help our students become the best that they can be. Brittney has 3 children who keep her very busy!

**TN Professional Training Institute
1819 Memorial Blvd, Murfreesboro, TN 37129**

Dental Assisting Course Requirements

1. Students must be at least 18 years of age.
2. Students must be a high school or GED graduate. Official transcripts indicating date of graduation from high school or GED pass date and scores.
3. Students are required to maintain an 80% average in order to graduate. If the student does not maintain an 80% average throughout the course, they may be asked to repeat some or all portions of the course.
4. Students are required to purchase black scrubs prior to starting the course and are required to wear them for each session over the course of the 120 hours.
5. Students are required to purchase the textbook *Modern Dental Assisting* by Donni L. Bird and Debbie S. Robinson.(10th Edition or later)
6. Students *must have a clear criminal record. Please see the director if you have any questions regarding this status.*

Student files will be kept securely at TNPTI's corporate office

TN Professional Training Institute

Dental Assisting 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. Students should be aware that transfer of credit is always the responsibility of the receiving institution. Whether or not credits transfer is solely up to the receiving institution. Any student interested in transferring credit hours should check with the receiving institution directly to determine to what extent, if any, credit hours can be transferred.

TN Professional Training Institute

2021 Class Schedule

1819 Memorial Blvd.

Murfreesboro, TN 37129

www.tnpti.com

615.631.8440

2021 - Registered Dental Assisting Classes

3 WEEKS ONLY (8am-5pm Monday – Friday Class)

Registration deadline is Friday prior to start

Jan 11 – Jan 29	Feb 8 – Feb 26
Mar 8 – Mar 26	April 5 – April 23
May 3 – May 21	June 1- June 18
July 6 – July 23	Aug 2 – Aug 20
Aug 30 – Sept 17	Sept 27 – Oct 15
Nov 1 – Nov 19	Nov 29 – Dec 17

*Holidays: January 18, May 31, July 5 and September 6

10 WEEKS ONLY (7am-7pm SATURDAY Class)

Registration deadline is Friday prior to start

Feb 13 – April 17	April 24 – June 26
July 17 – Sept 25	Oct 2 – Dec 18

*Holidays: November 23, 24 and 25

10 WEEKS ONLY (5:30pm-9:30pm T/W/TH EVENING Class)

Registration deadline is Friday prior to start

Jan 19 – Mar 25	April 6 – June 10
July 13 – Sept 16	Sept 28 – Dec 16

*Holidays: July 3, July 10, September 3 and November 27

*TNPTI has rolling admission

TN Professional Training Institute

Dental Assisting Facilities and Equipment

The TN Professional Training Institute's 120 Hours Dental Assisting Program is an intensive, hands on learning environment. You will spend about half your time on our classroom side, which is equipped with desks and study center, and half your time on our dental lab side, which is equipped with the same equipment used in most working dental offices today.

Below is a detailed list of equipment that you will work with over the course of the 120 Hour program:

General Facility

- 2 Dental Patient Chairs
- 2 Assistant Chairs
- 1 PC for use
- 3 Curing Lights
- 1 Intraoral Cameras
- 3 High Speed and 5 Low Speed Hand Pieces
- 1 Color Laser Printers
- 1 Black & White Printers
- Tables and chairs for seating up to 10 students
- 2 Whiteboards for illustrations and exercises with dry erase markers

TN Professional Training Institute

Dental Assisting Facilities and Equipment Continued

Sterilization Lab, Wet Lab Materials & Related Equipment

Mixing bowls for alginate

Spatulas

Alginate

Model cement

1 Wet sink

1 Model Grinder

10 X-ray holders

2 Digital Radiograph Machines

Radiograph Sensors (1 adult and 1 pedio)

Equipment Trays

Packages of Dental Instruments

1 Model Trimmer

2 Dental Vibrator

1 Dremmel Hand Tool

1 Ultrasonic Machine

1 Autoclave Machine

1 Cold Sterile

Gloves and Masks for use by students and staff

Safety glasses and lab coats for use by students and instructors

TN Professional Training Institute

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 Dental Assistant who can be employed in the modern dental office. This includes teaching them to be proficient in all areas of taking and mounting patient x-rays. Students will receive a Certificate of Completion upon successful completion of TNPTI's final exam for dental assisting and when TNPTI mails in the documentation and license fee to the State of TN Dental Board, the student will receive a state license with the designation of "Registered Dental Assistant." The cost of tuition 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

TN Professional Training Institute

Dental Assisting Purpose and Objectives Continued

- Identifying dental instruments
- Completing tray set ups
- How to assist on endodontic procedures
- How to assist on extraction procedures
- How to assist on Oral Surgery procedures
- Crown Preps
- Dental procedures & diagnosis
- Understanding American Dental Association codes
- Understanding insurance terminology
- How to take a patient's blood pressure
- Medications used in a dental practice
- How to respond in case of a dental or medical emergency
- CPR certification

TN Professional Training Institute

Dental Assisting Admissions

Students wishing to enroll in the TN Professional Training Institute's 120 Hours Dental assisting Program must be:

- 18 years of age or older, as required by the Tennessee State Board
- In good standing with no felony convictions (misdemeanors are not immediate disqualifiers. The TN Board of Dentistry considers misdemeanors upon a case-by-case basis and TNPTI cannot guarantee board approval in the matter of State licensure.)
- Willing and able to work with patients while giving the best patient care possible
- Be a high school or GED graduate. Official transcripts/GED test scores are required.

If this sounds like you, visit www.TNPTI.com or come by TNPTI to fill out an application today. Full deposit or partial class fee payments must be received at least 2 days prior to the first day of class. Due to the advanced, hands on nature of this course, late enrollment will not be allowed.

Dental Assisting Attendance Requirements

The TN Professional Training Institute's Dental Assisting program is an intensive, accelerated, 120 Hours Dental Assisting program. Although we strongly encourage students to attend all 120 hours, students are allowed **one** (1) absence as long as they contact their instructor(s) **at least** one (1) day prior to the missed class. Arriving late or leaving early may be considered absent. Students are also required to schedule a make-up day (convenient for both the student and instructor(s)) to review and practice missed materials. Students who miss more than one class will be dismissed and may be moved to the next session at the discretion of the instructor.

TNPTI offers its students the opportunity to have optional and flexible additional lab practice time, in addition to your class time hours, on Saturdays or during Monday to Friday when discussed and arranged, in advance, with your instructor.

TN Professional Training Institute

Dental Assisting Conduct

The TN Professional Training Institute is a peaceful, productive place where students come to study about dentistry. Our goal is to provide a pleasant environment for our students and we ask that you do the same.

- Be respectful of the property and of each other. Try to arrive 10 minutes early for classes.
- All TNPTI students will abide by the TNPTI Code of Honor.
- TNPTI provides complimentary beverages and occasionally food for students to enjoy. Students are also allowed to respectfully consume snacks and drinks during classroom sessions only. Please do not abuse these privileges!
- When in a clinical environment, students will refrain from chewing gum, eating and drinking during this time.
- Maintain a professional clinical environment. To do this, TNPTI students are asked to cover any visible tattoos/body art. Additionally, jewelry is **restricted** to only one (1) piercing (per lobe) per ear and one (1) wedding band/ring if applicable.
- Students must wear closed-toe and closed-heel footwear and all black scrubs per dress code.
- If the school has not received a completed Truth in Lending form from the student with the payment plans set up by completion of the last class session, the student's program completion information WILL NOT be forwarded to the state and the Certificate of Completion will be retained by the school.
- For students paying on a monthly basis, payments must be made by 1st or the 15th of the month or as agreed upon by the student and Institutional Director or Director of Admissions.

TNPTI operates in accordance with Equal Opportunity Laws

TN Professional Training Institute

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 university property or property belonging to others.

Penalties: The directors may, for any first offense violation of the TNPTI Code of Honor, impose immediate dismissal of the student for the remainder of program (depending on the severity of the violation). 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.

TN Professional Training Institute

Dental Assisting Job Placement

The TN Professional Training Institute’s objective is to teach students the skills needed to become a dental assistant, but we do not guarantee our students jobs. We will assist our students with their interviewing skills and writing a resume; however, students are responsible for locating their own employment upon completion of the program. To assist our students, we have a Facebook group which contains current Dental Assistant openings throughout the middle Tennessee area. Other job search tools include dentalpost.net, Craigslist.org and indeed.com.

Dental Assisting Weekly Progress (Grades)

The instructor will keep a weekly log of students’ grades and will communicate with students their updated grades on a weekly basis. However, students are ultimately in charge of keeping track of their own progress in the class and TNPTI is not responsible for students who forget to check their email, messages, etc.

Grading System

101+	A+
90-100	A
80-89	B
70-79	C
60-69	D
0-59	F

W = Withdraw, A student may withdraw at any point during the program and will receive a “W” withdrawal grade on their report card.

I = Incomplete, A student may receive an “I” incomplete grade on their report card if they have not completed the course requirements by the end of their course term. Students will receive a number grade on each of their examinations. Students must maintain an average of 80% or higher in order to pass TNPTI’s Registered Dental Assisting program to earn their license.

Dental Assisting Program Cost & Payment Policy

Effective February 16, 2019, TNPTI tuition (\$4,999.00) payment options are as follows:

3 & 10 Week Registered Dental Assisting Program

* Pay the deposit in full and set up financing PRIOR to the first day of class. TN Professional Training Institute accepts, checks, cash, credit cards or any combination of the aforementioned. Returned checks will be subject to the cost of the returned/NSF check fee (\$25.00).

* Make an initial payment of \$1,000 minimum to be enrolled in the class. The initial payment MUST be paid PRIOR to starting the class.

As a benefit to TNPTI students, utilizing the monthly payment option, TNPTI offers 3 months of interest free financing, 6 months at 5% interest or 9 months at 10% interest. Payments must be set up as automatic draft on either a debit or credit card. If a payment is late or missed, an additional fee of \$25.00 will be assessed.

Payment plans for the remaining balance must be approved prior to the first day of class. If arrangements have not been made, you will be deferred to the next class.

Paying the **full \$1000 down payment prior to the beginning of the session will be the only way to guarantee a spot in a specific session.

TNPTI works with several financial aid organizations. Please contact us for details.

Dental Assisting Program Cost & Payment Policy

Payment Plan Options:

Three Months:

Tuition Fee:	\$ 4,999.00
Down Payment:	\$ 1,000.00
Balance:	\$ 3,999.00
Zero Interest:	\$ -
Amount Financed:	\$ 3,999.00
Monthly Payment:	\$ 1,333.00

Six Months:

Tuition Fee:	\$ 4,999.00
Down Payment:	\$ 1,000.00
Balance:	\$ 3,999.00
5% Interest:	\$ 199.95
Amount Financed:	\$ 4,198.95
Monthly Payment:	\$ 699.33

Nine Months:

Tuition Fee:	\$ 4,999.00
Down Payment:	\$ 1,000.00
Balance:	\$ 3,999.00
10% Interest:	\$ 399.90
Amount Financed:	\$ 4,398.90
Monthly Payment:	\$ 488.77

Payment plans are set up as recurring payments using a debit or credit card. We accept Visa, Mastercard, Discover and American Express. A “Truth In Lending Statement” and a “Recurring Payment Authorization Form” must be completed for any of these payment plan options.

Payment due dates can be set up for the 1st or 15th of each month. A late payment fee of \$25 will be assessed after a payment is ten (10) days past due.

Payment Method: Private Pay / Climb Credit / WIOA /UT SNAP

Other: _____

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 within 10 days of the first day of missed class.

TN Professional Training Institute

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

2021 Holiday Calendars for School Closings

- January 1 - 3, New Years
- May 31, Memorial Day
- July 3-5, Independence Day
- September 3-6, Labor Day
- November 23-27, Thanksgiving
- December 23-January 2, Christmas and New Years



TN Professional Training Institute

Student Dress Code

- All students must wear black scrubs during classroom hours.
- All Students must wear closed toe and closed heel shoes during classroom hours.
- The students must wear their hair up if hair length is longer than shoulder length.
- Acrylic nails are not permitted during classroom hours. Natural nails can be painted in french tip or in a clear color. Colored nail polish other than clear is not permitted.
- Lab coats provided by the school should be worn during clinical/lab hours.
- Safety glasses should be worn at all times when working in the laboratory or during clinical hours.