

DENTAL ASSISTING TRAINING PROGRAM APPLICATION FOR ADMISSION INSTRUCTIONS

APPLYING FOR ADMISSION

Thank you for your interest in the ADTI Dental Assisting Training Program. ADTI accepts up to ten (10) students at a time. Please complete the Application for Admission in its entirety and mail or fax back to:

Terri Provost, School Administrator
Accelerated Dental Training Institute of Connecticut, LLC
945 Main Street, Suite 302
Manchester, CT 06040
Fax: 860-646-5807

If you have any questions as you complete the application, please send an email to drdaar@drdaar.com or call the School Administrator at 860-872-2603. Upon receipt of your completed application, you will receive a phone call to schedule an interview. Admission decisions will not be given over the phone.

APPLICATION DEADLINES

Enrollment for each session fills quickly and is on a first come first serve basis. Space is limited; therefore, eligibility does not guarantee admission to the program. Please be sure to fill out all information completely in order to ensure timely processing. We will keep the website updated as to the availability of space in each session. ADTI reserves the right to establish a waiting list for an earlier session. Students on the waiting list will be notified if space becomes available.

INTERVIEWS

Interviews will be scheduled and conducted by our School Administrator upon receipt of the application.

ADMISSION REQUIREMENTS

The requirements for admission are outlined below:

- Dental Assisting is a physically and mentally challenging job. Students are expected to be physically capable of performing the functions of a Chairside Dental Assistant to provide safe patient care, which include:
 - ✓ Visual Acuity
 - ✓ Hearing
 - ✓ Speech
 - ✓ Manual Dexterity
 - ✓ Physical Strength (ability to lift 50 lbs)
 - ✓ Endurance

- The student will be responsible for providing a health form which would include proof that he/she has current tetanus, MMR and completed the regimen for testing and is negative for Tuberculosis, and has been inoculated for Hepatitis B, or has begun the series of injections before starting the program. An M.D. documentation letter is required as proof of inoculation. The second and third inoculations must be completed and documented in order to maintain student status. The student is responsible for all arrangements and fees for vaccination.
- The student will need to read, write, and speak the English language and have a High School Diploma or GED in order to participate in the course.
- Students will be required to sign a HIPAA release stating that they will not discuss or divulge any patient information they are exposed to while at the Manchester Family Dental facility.
- Attendance for all sessions and internship is mandatory in order to complete the program. The sessions are eight (8) hours long with an hour lunch break. Lunch is not provided. Students are expected to attend each session in full.

NOTE: Students that withdraw from class in good standing, with valid medical or personal absences, prior to program completion may resume their training at another session based upon availability. They will receive priority status for the next available space in the program. There will be no additional fees or charges.

- An Application for Admission must be completed and submitted to the School Administrator, along with a non-refundable \$100.00 Application Fee made payable to Accelerated Dental Training Institute of Connecticut, LLC.

ADTI will not discriminate against any applicant on the basis of race, gender or ethnicity. ADTI does not require a background check for applicants. If an applicant does have a criminal record it may pose a potential barrier when applying for employment in the field of dentistry and from DANB Certification. Please note that CPR may be required by a potential employer, as well as applying for DANB Certification.

TUITION AND PAYMENT

Tuition costs provide the student with everything they need in order to participate in and complete the program. This includes but is not limited to all books, uniform, use of dental office equipment, dental office supplies and dental tools.

Application Fee (non-refundable)	\$100.00
Deposit (non-refundable)	\$500.00
Balance	\$2,200.00
Full Tuition	\$2,800.00

Payment may be made by cash, credit card, or personal check. A fee of \$50.00 will be charged for any returned check.

PAYMENT SCHEDULE

The applicant agrees to pay a non-refundable fee of \$100.00 for the processing of their application and a non-refundable \$500.00 deposit at the signing of the enrollment agreement. The balance of tuition due (\$2,200.00) is to be paid in full no later than ten (10) business days prior to the start of class.