DFW Dental Assisting School

Student Handbook & Catalog

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DFW Dental Assisting School
2240 Cross Timbers Road
Flower Mound, Texas 75028

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Welcome to DFW Dental Assisting School!

We are pleased to offer you a thorough education in dental assisting. It is our goal to make this the number one place to receive an education for dental assisting.

You are now becoming a member of a large family of people who are interested in making themselves better, attracting success to their lives and achieving whatever goals they want by beating whatever odds are in the way of their success! DFW Dental Assisting School will help you get the tools you need to SUCCEED!

School History & Accreditation

DFW Dental Assisting School is an accelerated Dental Assisting Program approved and regulated by the Texas Workforce Commission, Career Schools and Colleges, Austin, Texas.

Founded by Dr. Brad Revering of Cross Timbers Dental, DFW Dental Assisting School was formed in fall 2014 to serve the North Texas area. While remaining an affiliate of Assist to Succeed, Idaho Falls, the school changed its name in 2017 from Assist to Succeed Flower Mound to DFW Dental Assisting School. The school operates independently of the other ATS schools across the United States, but follows the same core curriculum that has successfully prepared hundreds of students for careers in the dental industry.

Our Facility

DFW Dental Assisting School operates out of Cross Timbers Dental, a private dental practice facility that cares for hundreds of patients each month. Our facility is over 5,000 square feet consisting of two reception areas, two front office spaces, 15 operatories, a dental lab, two sterilization areas and two large meeting spaces equipped with an overhead projections screen for video and Power Point® assisted lecture. All areas are equipped with personal computers, phones, printers and scanners. The patient operatories are equipped with fully electric patient chairs, air driven dental delivery units, vacuum pump driven high evacuation and low evacuation suction and intra-oral dental x-ray machines. We use digital x-ray sensors by Dexis. The office is equipped with a steam sterilizer, cold sterilization area, a vibrating device and electric grinder for the fabrication of dental models, a vacuuform machine and an in-office digital panoramic x-ray unit.

DFW Dental Assisting School prides itself on providing its students the finest facility available for education in dental assisting. We provide all needed equipment, supplies and general materials needed to learn the course material we teach.

DFW Dental Assisting School uses a variety of learning aids including videos and demonstrations along with lecture and practical application of skills. We guarantee that students will be safe, comfortable and have access to all learning materials in a reasonable and timely manner. If a student is not satisfied that this promise has not been met, the student should contact the administration with concerns about facilities or learning aids if inquiry to the instructor is unsatisfactory.

DFW Dental Assisting School Owner: Dr. Brad Revering D.D.S. is the Owner of DFW Dental Assisting School (a subsidiary of Selective Communication, LLC)

DFW Dental Assisting School Faculty: Lead Instructor: Hailey Nabokov, RDA
Administrative Representative: Nicole Flynn, RDA

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Admissions

Individuals applying for the course must:

- Be at least 18 years of age
- Present proof of secondary education (high school diploma or GED certificate)

Prior education and experience will be reviewed prior to admission. DFW Dental Assisting School will not give credit for previous Dental Assisting education or training.

Prospective students shall not be denied admission on the basis of race, color, national origin, sex, handicap, age or veteran status, except where age, sex, or handicap constitutes a bona fide occupational qualification necessary to proper and efficient administration.

Tuition & Fees

The cost to attend DFW Dental Assisting School is $3,500 for payment in full or weekly payment options are available. See Enrollment Agreement form for all payment options. This fee is all-inclusive of texts, materials, classroom supplies, black scrubs and use of equipment. Bring note-taking materials and writing devices for class.

DFW Dental Assisting School does not provide student financing. Third party financing may be obtained through organizations such as DATCU which waives the membership fee for local residents or LendingTree.com. These may allow you to make monthly payments that fit your budget.

School Schedule & Hours

There are three twelve-week courses held on Tuesday and Thursday evenings throughout the year. Course enrollment for each session is open 4 weeks prior to the beginning of that session. Enrollment and payment deadline is the Monday prior to the first day of class.

Courses will be offered:

Enrollment Deadline	**Course begins**	**Course ends**
January 5, 2026	January 13, 2026	April 1, 2026
May 18, 2026	May 26, 2026	August 13, 2026
August 24, 2026	September 1, 2026	November 19,2026

The school will be closed on all major holidays, including:

New Year's Eve	Independence Day
New Year's Day	Memorial Day
Valentine's Day	Thanksgiving
Labor Day	Christmas Eve, Christmas Day, Day after Christmas

CLASSROOM HOURS OF OPERATION

Courses are held on Tuesday and Thursday evenings only. Class begins promptly at 5:30 pm and ends at 9:30 pm. Ten-minute breaks may take place intermittently throughout the evening. Instructor-led classroom lecture and clinic will take place throughout the evenings.

OFFICE HOURS

If you have questions or information to relay to the instructor their info is below.. When sending an email or leaving a voice message, include when you will be available to be reached for a call back. You are welcome to email at any time or call/text between the hours of 7 am and 8 pm. Or you may call 972-355-8500 to reach the school's Administrative Representative Monday – Thursday from 8:00 am-4:00 pm and Fridays from 9:00 am- 2:00 pm.

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Inclement Weather Policy

INCLEMENT WEATHER

DFW Dental Assisting School is concerned for the safety and comfort of all students, faculty, and staff. When severe weather conditions warrant, the school may be closed or operations curtailed. In the event of inclement weather, all members of the school should be on alert for announcements regarding the operations of the school. Students can expect updates on the DFW Dental Assisting School's Facebook page, as well as an email and/or text message about the school's closure due to inclement weather.

It is the policy of DFW Dental Assisting School to remain open during most periods of inclement weather; however, where extraordinary circumstances warrant, due to weather or other unforeseen business interruption, the company reserves the right to close the facility. We will keep the company closed for the briefest period possible. If the school does need to close due to inclement weather a make-up day has been established on the course calendar for such an event.

When an emergency such as these examples occurs, the company is closed.

- over a foot of snow falls,
- electricity is out,
- heat in the winter is not available,
- flooding or ice affects transportation, or
- the governor declares a weather emergency and asks people to stay off the roads.

COVID Protocol

CORONAVIRUS (COVID-19)

We understand we are in uncertain times and we assure you that DFW Dental Assisting School continues to follow protocols set forth by the CDC, OSHA, ADA and TDA. Our goal remains focused on protecting our students, DFW Dental Assisting team, colleagues, and friends/family. We will continue to monitor new guidelines as they are released.

If you have the following symptoms, please contact your instructor immediately, as well as your doctor.

1. If you have any of the following respiratory symptoms
    - Fever
    - Sore Throat
    - Cough
    - Shortness of Breath
2. If you recently lost your sense of smell or taste
3. If you have any GI Symptoms such as diarrhea or nausea
4. If you have experienced any of these symptoms in the last 14 days
5. If you have been in contact with someone who has tested positive for COVID-19 within the last 14 days

It is imperative to inform your instructor so alternate arrangements can be made, or for documentation for refund purposes.

WHAT IF I CONTRACT COVID?

If a student shows signs of symptoms, please contact your instructor, and report your symptoms. You may be asked to stay home and quarantine while you are symptomatic. Your instructor will work with you on your absences and course work, some of which may be handled remotely. Our school will do our best to ensure you are able to remain up to date on the course work while you are quarantined.

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Cancellation & Refund Policy

CANCELLATION POLICY

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed. A full refund will also be made to any student who cancels enrollment within the student's first three scheduled class days, except that the school may retain not more than $100 in any administrative fees charged, as well as items of extra expense that are necessary for the portion of the program attended and stated separately on the enrollment agreement.

REFUND POLICY

1. Refund computations will be based on scheduled course time of classes through the last date of attendance. Leaves of absence, suspensions and school holidays will not be counted as part of the scheduled classes.
2. The effective date of termination for refund purposes will be the earliest of the following:
   (a) the last day of attendance, if the student is terminated by the school;
   (b) the date of receipt of written notice from the student; or
   (c) ten (10) school days following the last date of attendance.
3. If tuition and fees are collected in advance of entrance, and if after expiration of the 72-hour cancellation privilege the student does not enter school, not more than $100 in any administrative fees charged shall be retained by the school for the entire residence program or synchronous distance education course.
4. If a student enters a residence or synchronous distance education program and withdraws or is otherwise terminated, the school or college may retain not more than $100 in administrative fees charged for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination.
5. Refunds for items of extra expense to the student, such as books, tools, or other supplies are to be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books, and tools until such time as these materials are required. Once these materials are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.
6. A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.
7. A full refund of all tuition and fees is due and refundable in each of the following cases:
   (a) an enrollee is not accepted by the school;
   (b) if the course of instruction is discontinued by the school and this prevents the student from completing the course; or
   (c) if the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

   A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.
8. REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE.

   A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:
   (a) if tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
   (b) a grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the

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program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or

(c) the assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:

(1) satisfactorily completed at least 90 percent of the required coursework for the program; and

(2) demonstrated sufficient mastery of the program material to receive credit for completing the program.

9. The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s) within 60 days after the effective date of termination.

Program Description – Dental Assisting Program

Dental Assisting - The program offers instruction in all requirements for a basic understanding of dentistry and proficiency of the fundamental tasks delegated to the dental assistant by a licensed dentist in the state of Texas. Students will learn the names, purpose, and use of equipment, instruments, and materials used in the dental industry. Students will learn the different specialties in the dental industry. Students will also get hands-on training and experience with equipment, instruments, and materials used in dentistry and how to properly prepare patients for treatment, how to assistant the dentist chair-side, and how to keep proper patient records.

Graduates can expect to be qualified for entry-level employment in general dental offices or offices of any of the dental specialties including periodontics, endodontics, pedodontics, oral surgery, or prosthodontics. Graduates could also expect to be qualified for entry-level employment in dental laboratories, dental educational institutions, and dental materials, instruments, and equipment sales companies.

Upon completion of this course students are given a certificate to document completion of the fundamentals course. Course runs approximately 12 weeks and holds two 4-hour days per week for a total of 96 hours. Students participate in a mix of lecture and hands-on training in a dental clinic using the materials and methods they learn in lecture.

Effective 09/01/2006, to apply to become a registered dental assistant, a student must complete a mandatory short course approved by The Texas State Board of Dental Examiners. An approved provider list can be found on the TSBDE website: http:/wwwtsbde.state.tx.us. By law, a dental assistant must be registered with TSBDE in order to take x-rays at a dentist's office.

Program Outline – Dental Assisting

Subject Hours: 96 hours: 48 lecture/48 lab
(12) 4-hour Tuesday/Thursday sessions

		Subject	Students will learn the following:
Week 1	4 lecture 4 lab	Module 1: Introduction to Dental Assisting	General introduction to vocabulary, terms & definitions. Understanding of roles of dental healthcare team. Learn the tissues of the teeth and anatomy of the mouth *Prerequisite: Admission to Program*
Week 2	4 lecture 4 lab	Module 2: Four-Handed Dentistry	Four-handed dentistry, instrument transfer, isolation techniques, suctioning (HVE), local anesthesia, patient… …positioning, and hand piece maintenance *Prerequisite: Week 1*
Week 3	4 lecture 4 lab	Module 3: Radiology	Radiology theory and practice of intra-oral & extra-oral x-ray techniques, x-ray safety and darkroom procedures *Prerequisite: Week 2*

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		Subject	Students will learn the following:
Week 4	4 lecture 4 lab	Module 4: Amalgam & Composites	Amalgam & composite materials – characteristics, uses and safe handling practices. Understand instruments, mixing, curing, tubs & trays *Prerequisite: Week 3*
Week 5	4 lecture 4 lab	Module 5: Luting Agents	Proper handling of cements and liners, alginate impressions, model pouring and trimming **X-RAY QUIZ** *Prerequisite: Week 4*
Week 6	4 lecture 4 lab	Module 6: Oral Surgery & Periodontics	Basic tenants of dental implantology and periodontics procedures and treatments. Post-operative instructions. **MID-TERM EXAM** *Prerequisite: Week 5*
Week 7	4 lecture 4 lab	Module 7: Crown & Bridge	Fixed and removable prosthodontics including methods and materials. Coronal polishing and dental sealants *Prerequisite: Week 6*
Week 8	4 lecture 4 lab	Module 8: Endodontics, Orthodontic, Bleaching, Prosthodontics, Oral Appliances	Basics of oral pathology, preventive dentistry, endodontic procedures and orthodontic duties of a dental assistant *Prerequisite: Week 7*
Week 9	4 lecture 4 lab	Module 9: Office Management	Office Management, front desk operation, appointments, billing dental insurance, office management software, OSHA regulations as it applies to dental assisting; Review and practice for final exams. *Prerequisite: Week 8*
Week 10	4 lecture 4 lab	Module 10: Pediatric Dentistry, Fluoride, Sealants	Pediatric dentistry, final written exam, x-ray practical, and practical clinical exam *Prerequisite: Week 9*
Week 11	4 lecture 4 lab	General Review	Reviewing the previous modules as needed, talking about Orthodontics, pit and fissure sealants (extra-curriculum) *Prerequisite: Week 10*
Week 12	4 lecture 4 lab	General Review, Final Exam	Reviewing the previous modules as needed, talking about Orthodontics (extra-curriculum). **FINAL EXAM** and CPR Certification *Prerequisite: Week 11*

Total: 48 hours lecture, 48 hours lab. 96 hours total
The approximate amount of time required to complete this program is twelve weeks.

- Externship hours are not a required part of DFW Dental Assisting School program in dental assisting. However, the school recognizes that students who participate in hands-on hours at dental offices may have enhanced opportunities to gain employment as dental assistants. The school will inform interested students when potential hands-on opportunities in dental offices become available.

- The Texas State Board of Dental Examiners requires all dental assistants to meet certain testing requirements, including jurisprudence, infection control, radiology, nitrous oxide monitoring, and CPR, to become a Registered Dental Assistant in the state of Texas. By law, a dental assistant must be registered with the TSBDE in order to take x-rays at a dentist's office. Information can be found on the TSBDE website: http://www.tsbde.state.tx.us

- Students must provide their own health insurance and other accident insurance. DFW Dental Assisting School will make every reasonable effort to prevent injury or illness but is not liable in the event either should occur during the course of instruction or thereafter beyond the allowance of Texas state law.

- Students will need to secure vaccinations on their own time and expense. Immunizations are NOT required for the course and will NOT be included in the course, but they will be needed prior to employment. Cardio Pulmonary Resuscitation (CPR) Certification will be provided on the final day of class. The cost associated with CPR training is included in the full tuition.

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- Students should contact the local health department to obtain pertinent vaccinations including but not limited to Hepatitis B, Tetanus and optional Influenza vaccinations.

Grading System

Grading procedures will be explained to students before grading begins. Students have access to all of their personal scores and grades upon request to the instructor. The instructor shall provide such requested information within a reasonable period so as to benefit the student without violation of privacy of other students. **See Privacy Policy below*

Students of DFW Dental Assisting School must complete the program's course work, examinations, practical examinations, in-class requirements and other evaluations with a minimum of 80% correct completion.

The following are the maximum scores for each item:

Item	Maximum points	*Minimum required points for course completion*
X-Ray	40 pts	32 pts
Mid-term Exam	40 pts	32 pts
Final Exam	100 pts	80 pts
Technical Practical/Instrument ID	100 pts	80 pts
Competency Evaluation	20 pts	16 pts
Total	**300 points**	**240 pts = 80%**

Students who do not complete each section with an 80 percent and meet all in-class requirements **will not:**

- be awarded a graduation certificate
- be certified to become a Dental Assistant
- be eligible for "expanded function" certifications, for which this course is a prerequisite
- be endorsed or recommended in any manner by DFW Dental Assisting School

Graduation Requirements

If, by the end of the program, the student has achieved at least 80 percent of the required points in each item as shown in the chart above, he/she will graduate and earn a Certificate of Completion in Dental Assisting.

Satisfactory Progress

According to Title 40, Texas Administrative Code, Section 807.222, schools with program lengths of 41 to 200 clock hours must evaluate a student's academic progress at the mid-point and at the end of the program. Satisfactory progress will be determined by accumulated percentage. Students must maintain at least 80% in all items shown in the chart above in order to meet student progress requirement.

DFW Dental Assisting School will evaluate a student's grade progress after class is completed on Week 6 (mid-term point and completion of the first 48 clock hours of the program). If a student has not met the overall 80 percent GPA requirement, he/she will be placed on probation and notified in writing by the instructor. When a student is placed on academic probation, the school shall counsel the student prior to the student returning to class. The date, action taken, and terms of probation shall be clearly indicated in the student's permanent file. A student on probation will be allowed to retake one exam, which will be averaged with the original exam. If the probationary student fails to bring his/her grade to an 80 percent level at the end of a 2-week probationary period, the student will be terminated from the course. Students may re-apply to DFW Dental Assisting School to repeat the entire Dental Assisting course at the next available session, space permitting. Such reenrollment does not circumvent the approved refund policy.

Termination and Readmission

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A student who fails to achieve a passing grade as defined above, may be eligible for remediation by re-taking the full course for a fee of $1495* to be paid in full prior to beginning the next class where space is available.

*Subject to change and based on availability

Placement Assistance

The school can help locate job opportunities for our graduates not only after they graduate but even while they are working. Externships and Shadowing are available upon request and are subject to availability. Requests from local offices will be forwarded to each student via email. Requests for new hires or externships may vary.

Policies and Procedures

ATTENDANCE & MAKE UP WORK (ABSENTEEISM/TARDINESS)

Under Texas Education Code, Section 807.244, no more than 5% of the total course time hours for this program may be made up in the event of missed classes. This course is 96 hours, and only 4 hours (5%) can be missed and made up.

Due to the volume of material covered in a class period, students cannot miss more than 4 hours of class or it will result in failure of the class. Students who miss more than 4 hours of class will be responsible for contacting faculty to arrange for any make-up work. Make up work shall:

- Be approved and supervised by the instructor
- Be completed within 2 weeks of the end of the grading period during which the absence occurred
- Be signed and dated by the student to acknowledge the make-up session
- Require the student to demonstrate substantially the same level of proficiency expected of a student who attended the scheduled class session
- Class starts promptly at 5:30 pm and unless specifically indicated by the instructor, 3 tardies will equal 1 absence. ***More than 3 tardies can result in failure of the class.*** Tardy is defined as not being seated and prepared to learn when the lecture begins. Instructors will advise students of the clock being utilized for the purposes of time keeping so that they may be properly advised and aware of the school time.

WITHDRAWAL

Under Texas Education Code, Section 132.061(f), a student who is obligated for the full tuition may request at any time during the course, a grade of "incomplete" if the student withdraws for an appropriate reason unrelated to the student's academic status. This student will be allowed to reenroll in the program during the 12-month period following the date the student withdraws and complete the remainder of the course without additional payment.

TERMINATION OF ENROLLMENT

Under Texas Education Code, Section 807.243 (a), a school shall terminate the enrollment of a student who accumulates the more than 25% of the total course time hours in a program or individual class with course time of 41 to 200 hours. This means that no more than 24 hours or 6 classes can be missed before we must terminate your enrollment with our program. Keep in mind that only 5% or 4 hours of the course can be missed and made up. See Attendance & Make up Work section above.

STUDENT CONDUCT

DFW Dental Assisting School operates as an educational institution and believes that it is imperative to health and safety that students understand the procedures, methods, and materials they will use in assisting a professional in the treatment of others. Students are expected to conduct themselves in the professional and polite manner reasonably expected of a dental assistant. Students are not only required to perform in order to receive school endorsement but are expected to do so honestly. Students who are caught in any form of dishonest behavior will be dismissed from DFW Dental Assisting School as a student. Students suspected of dishonest behavior will be brought before the administration (course directors) at a scheduled time and the case reviewed. It will be the sole discretion of the administrators to determine the course of action, if any, that will be taken based on the solidity and dependability of the evidence presented by the student and the school staff. Individuals damaged will be responsible for legal prosecution of the accused. Students are expected to adhere to the following regulations:

- Cell phones are banned from the school and can only be used outside the building. Cell phones can be kept in the purse or backpack. Students using the phone will be asked to leave the school.
- Students are to act responsibly and respect teachers, staff and other students.
- Students are to be honest; this includes not cheating on tests, completing their own work, no plagiarism, misuse of dental equipment, etc.
- No stealing, deliberate destruction of dental equipment, instruments, or property connected with DFW Dental Assisting School is permitted.
- Improper conduct that will interrupt lecture, laboratory demonstration or other school activities is not permitted.
- Students will abstain from offensive, improper, or disrespectful language on the premises.
- Refrain from unfavorable criticism toward DFW Dental Assisting School, instructors and fellow students.
- Refrain from being under the influence of illegal drugs, weapons, alcohol, etc.
- Students will not engage in gambling, fighting, selling illegal drugs and consumption of drugs and alcohol.
- Refrain from stealing from fellow students and from DFW Dental Assisting School.
- No eating or drinking during class and laboratory demonstrations.

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- No smoking inside DFW Dental Assisting School or within 25 feet of the building.
- Bringing children to DFW Dental Assisting School is prohibited.
- DFW Dental Assisting School is not accountable for damage to or loss of personal property. Dental equipment, chemical, dental cements can harm clothing, jewelry, and other items.

Causes for Termination: Any student who engages in any of the violations listed above will be subject to discipline which could range from a written letter of warning to dismissal from DFW Dental Assisting School.

Students dismissed for conduct violations will not be readmitted.

PRIVACY POLICY

All personal and academic information about a student will be considered private and will be used only in conjunction with the operation of the school for academic purposes in order to enhance the education of the student and the security of the business.

DFW Dental Assisting School will make reasonable effort to protect student information, personal and academic, from any party not directly affiliated with the operation of the school. If the student requests his/her information not be provided to those seeking to employ or interview students, this request will be honored. Student information shall not be shared, sold, rented, or in any other way exposed to parties wishing to use that information to solicit sales of merchandise or services by DFW Dental Assisting School. Parties inquiring about academic performance will be referred to the student, REGARDLESS OF WHO PAID FOR THE COURSE, who may then request an official copy of his/her performance evaluations including attendance, test scores and other information as requested. Transcripts are available upon request and without charge for the first copy.

STUDENT GRIEVANCES

DFW Dental Assisting School will deal with student complaints and grievances swiftly and confidentially. Students must address their concerns about this school or any of its educational programs by following the grievance process outlined here. Schools are responsible for ensuring and documenting that all students have received a copy of the school's grievance procedures and for describing these procedures in the school's published catalog. If, as a student, you were not provided with this information, please inform school management.

Procedure - Any student grievances should be sent directly to the School Administrative Staff. Students can expect a response from DFW Dental Assisting School within 3 business days with either a resolution or steps required to resolve the grievance.

School Administration info@dfwdentalassistingschool.com (972) 355-8500 2240 Cross Timbers Rd. Flower Mound, TX

Students dissatisfied with this school's response or resolution to their complaint or who are not able to file a complaint with the school, can file a formal complaint with Texas Workforce Commission:

Texas Workforce Commission
Career Schools and Colleges, Room 226T
101 East 15th Street
Austin, Texas 78778-0001
Phone: 512-936-3100; http://csc.twc.state.tx.us

This school has a Certificate of Approval from the Texas Workforce Commission (TWC). The TWC-assigned school number is: S4651. The school's programs are approved by TWC.

DFW Dental Assisting School is wholly owned by Selective Communication, LLC.

OUR PERSONAL PROMISE

We are confident that students will be given every opportunity to fill their minds with principles that will drive them to success when properly applied. It is our personal promise to help students learn the skills they need to succeed in whatever endeavors they choose in life. **The courses we teach offer the tools students need to succeed in dental assisting. We also hope to equip students with the desire and drive to use those tools to reach their dreams!**

All the information in this catalog is true and correct to the best of my knowledge.



Brad Revering, D.D.S.

The information contained in this catalog is true and correct to the best of my knowledge.

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Student Evaluation Form

Thank you for taking our dental assisting course. We enjoyed having you and wish you the very best in your career in dentistry. We are always looking for ways to improve our program and solicit your opinions and suggestions on the class you just completed. We have enclosed a self-addressed stamped envelope for your convenience.

E = excellent G = good F = fair P = poor (please circle your answer)

How would you rate the course material and the manner it was presented: E G F P
Comments: _____
_____
_____

Were the instructors knowledgeable and were their presentations clear and easy to understand? E G F P
Comments and suggestions:
_____
_____

Did the afternoon clinical practice sessions adequately enhance your learning experience? E G F P
Comments and suggestions specifically on the afternoon practice sessions:
_____
_____

Was the morning lecture organized, interesting and understandable? _____
_____
_____

Do you feel the class size and instructor's attention to you met your expectations? E G F P
Comments:
_____
_____

Please make any comments or suggestions to improve the following sections of the course:
Amalgams; Composites; Crown & Bridge; X-rays; Endo; Impressions; Terminology; other:
_____
_____
_____

Would you recommend this course to others & did it meet your expectations? E G F P
Comments:
_____
_____
_____

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