

Welcome

We at *Careers in Assisting School* wish to welcome you to a series of new, innovative and unique courses as a pharmacy technician. We offer courses designed to give you the best basic, foundational knowledge and skills necessary to start your new career, at a minimum cost of time and expense. In addition, school hours are designed to allow you to be able to learn without interrupting your current job or daily responsibilities. We offer this opportunity from the perspective of practicing pharmacists and experienced pharmacy personnel. While we seek to give you experience in a wide range of techniques, materials and pharmacy knowledge, we will focus on the skills as pharmacists see as “core necessities” for job acquisition.

Job opportunities for trained pharmacy technicians are quite good in today’s marketplace. While no one can guarantee job placement, pharmacies and hospitals are currently facing a shortage of trained technicians. If one examines the want ads for pharmacy technicians, virtually all jobs require experience. How can you get a job without experience and how can you get experience without a job? With our course, we believe the gap can be bridged in a minimal amount of time during convenient hours and at a reasonable cost.

Legal Status

Careers in Dental Assisting School (hereafter CDAS) is a private, co-educational school registered as a corporation with the state of Illinois. John G. Hartmann, D.D. S., is President and owner of the school. Offices of the corporation are located at 7700 W. Madison Street, River Forest, Illinois, 60305. The school assumes full responsibility for any agreement reached between the student and the school.

Institutional Philosophy

The philosophy of CDAS is based on the belief that people can be trained in a relatively short period of time to enter the world as a professional pharmacy technician. We also believe that the amount of *on the job experience*, not classroom hours, is the best teacher. Therefore, it is our purpose to equip each student with the basic skills necessary to enter the workplace and begin to gather experience. We also feel that our many years in the profession not only qualifies us to teach these skills, but also gives us the opportunity to impart what “golden nuggets” we have discovered along the way.

General Information

Location

Careers in Dental Assisting School/CDAS is located at 7700 W. Madison Street, River Forest, Illinois, 60305, in the private dental practice of Dr. John G. Hartmann.

Hours of Operation

Office hours are between the hours of 9:00 am and 5:00 pm Monday through Friday. A representative of CDATS will be available to provide consumer information during office hours. The CDATS course runs for ten consecutive weeks (except for student holidays) from the hours of 8:00 am to 5:00 pm with an hour for lunch.

Weekday classes (when available) run on Wednesday and Friday. Breaks are given for 10minute periods every hour.

Class Schedule

Please refer to school calendar, page 1

Course Outline:

Please refer to back pages.

Dress Code

Dress code is professional and casual. It is recommended that students go ahead and buy a uniform or lab jacket since some of the materials we work with can permanently stain or damage clothing. Also we believe that students should get used to “being and looking like a professional”

Facilities and Equipment

CDAS occupies over 2500 square feet of classroom, laboratory and office space. The modern building is carpeted and air conditioned, with a fluorescent lighting system that provides a bright, well-lit learning environment. The office has been recently remodeled and beautifully decorated in the Frank Lloyd Wright theme. There is an up to date certified **OSHA** program already in place with accompanying MSDS sheets and other regulatory necessities. All in all, it is an ideal environment for students to maximize their time and experience.

Training Aids

Instructors are supplied with teaching manuals, appropriate charts, 35mm slides, power point presentations, videos, diagrams, human mannequins and all equipment and supplies necessary for laboratory and classroom training.

Faculty and Staff

Administrative Staff:

School President: John G. Hartmann, D.D.S., Owner of CDAS

School Director and Educator: Jayne M. Siou, CDA

All classes are instructed by professional certified assistants in their field, and registered with the Illinois Department of Education.

Program Cost

Tuition is due and payable in advance or by arranging payment plans. No tuition payments are granted beyond the graduation date.

Extended payment plans may be considered through bank financing, based upon the applicant’s personal credit position. Further information concerning financing may be obtained by the school’s finance director. However, all decisions concerning financing will be made by the financial institution.

You are responsible for paying the following fees and charges:

Registration Fee:	\$ 150.00
Tuition:	\$2195.00
Textbook& Lab Supplies	\$ 250.00
=====	
Total	\$ 2595.00

The registration and book fee is due at the time of registration. The tuition must be paid by or on the first day of class, unless prior payment plans have been made.

The following supplies/equipment to be furnished by the student are recommended, but not a requirement for the course:

- One white lab jacket or scrub uniform
- A comfortable pair of clean, white tennis shoes
- Calculator
- Spiral Binder
- Professional Affiliation Membership Fee
- Additional textbooks and/or dictionary
- Personal or laptop computer

The following books and materials will be supplied by the school:

- Mosby's *Pharmacy Technician Principles and Practice* textbook, workbook and CD ROM training discs
- Weekly study guides
- A pair of safety eyeglasses
- Disposable Smock
- Name tag
- Letter of recommendation for those eligible
- Certificate of Achievement/Diploma
- Professional Logo Pin

Admissions

Admission Requirements:

- Any person who has attained a high school diploma or a recognized equivalency certificate (GED) is eligible to attend CDAS. All applicants must exhibit a proper willingness and enthusiasm to learn the skills required to effectively work in a dental office. A high school senior may take our course on the condition that he/she has an overall grade point average of "B".
- Admissions at CDAS are conducted throughout the year. Those applicants who apply during the course of class training will be given first consideration to be enrolled in the next course. New classes start approximately every 10 weeks.

Admissions Procedures

CDAS prefers a personal interview with each applicant prior to acceptance and encourages the parent, spouse or other family member, as is appropriate, to attend the interview. Admissions representatives are available Monday through Friday between the hours of 9:00 am and 5:00 pm at the school office. Interviews are by appointment only. This campus does not currently offer classes in English as a Second Language.

Statement of Non-Discrimination

No person shall be excluded from participation, denied any benefits or subjected to any form of discrimination because of sex, age, creed, religion, national origin or physical handicap.

Financial Aid or Assistance

Currently, CDAS has no financial aid packages available. We are currently approved as a WIA training provider, if you have an IETC voucher, you may be eligible for financial aid. If you are interested in applying for an education and training voucher, contact your local IETC office to start the application process. We do, however, accept Visa/MasterCard, Discover Card, Personal Checks, Money Orders, and Cash.

Academic Standards

Attendance Policy

- Students are expected to attend and be on time for all classes. Tardiness is considered disrespectful to both classmates and instructors. Students who have a pattern of tardiness will be advised on an individual basis.
- Students are required to complete all assignments regardless of class attendance and are required to maintain, at a minimum, an attendance average of 80% for the total instructional hours from program inception to the point where progress is being measured. Students who miss more than 20% of the instructional hours will be placed on attendance probation, and any further absenteeism may result in termination with the appropriate pro-rata refund.
- A student who is absent more than 20% of the total contact hours in the program may automatically be terminated from the current class. A student terminated for being absent in excess of 20% may at the sole discretion of the school director, be allowed to re-enter the program during the next session.
- Tests missed because of absence must be made up on the day the student returns to school, unless other arrangements have been made by the instructor and approved by the director.
- The school has no provisions for excused absences. Make-up work shall not be authorized for the purpose of removing any absence.
- A student will be charged with one hour of absence for each hour of tardiness or any part thereof. The time elapsed during an authorized Leave of Absence is not considered as "absence" for the purpose of the cumulative attendance average. If a Leave of Absence is granted, or if inclement weather forces the school to close, a student's completion date will be extended to make up for clock hours missed. Scheduled school holidays are not counted as absences.

Class Size

The teacher/student ration will not exceed 25 students per one instructor in a lecture class and 6 students per one instructor in laboratory classes.

Graduation Requirements

A certificate of achievement will be awarded to those students who have attended class at least 80% of the scheduled class hours.

Leave of Absence Policy

A student may be granted one leave of absence per course. A leave of absence must be requested in writing prior to the beginning of the requested leave and must be approved by the school director. A copy of the approval leave of absence request will be maintained in the student's academic file.

The student must make up the time missed due to an approved leave of absence during the next scheduled term in order to satisfy the graduation requirements. A leave of absence is discouraged except in emergency situations.

Appeals

The student may appeal an unsatisfactory grade and/or attendance classification to the director by explaining in writing any circumstance relevant to the situation. The director will evaluate the circumstances presented by the student and, if justified, the student's program record will be amended to reflect the results of the appeal and students status will be revised as appropriate.

Transferability of Credits

CDAS does not guarantee the transferability of its credits to any other educational institution since transferability is up to the receiving institution unless it has a written agreement on file of current acceptability of such credits from other institutions.

Termination and Readmittance

A student who is absent more than 20% of the total scheduled contact hours in program will be terminated.

A student may be placed on attendance or academic probation or terminated due to:

- Unsatisfactory course work
- Failure to maintain the attendance requirements
- Failure to progress within the school's maximum time frame
- Failure to abide by the school's rules and regulations

A student whose enrollment was terminated for unsatisfactory progress or non-conformation with the rules and regulations of the school may only be readmitted, with the approval of the school director, under the following conditions:

- One grading period must elapse before being readmitted
- The problem which caused the termination must be satisfactorily resolved
- The student must demonstrate the potential to succeed

A student who re-enrolls after being terminated for unsatisfactory progress will be placed on academic probation for the next grading period.

A student whose enrollment was terminated for violation of the attendance policy may not re-enter before the start of the next grading period.

A student in good standing, who voluntarily withdraws, may apply for re-admission at any time.

Student Services

Placement Assistance

Upon graduation, job placement assistance is available to all students at no additional cost. Placement assistance includes:

- Advice on resume preparation
- Tips on interview techniques
- Advice on how to identify employment opportunities
- Interviews with prospective employers when available

CDAS will provide assistance and advice during the graduate's job search. However, **CDAS does not guarantee employment.**

Advising

The staff and faculty of the school are available to assist students with school work or profession related problems or questions.

Student Conduct

Students must adhere to the highest standards of conduct, which will reflect credit upon themselves and the school. Students must conduct themselves in a manner which will not in any way interfere with the learning process of other students, the instructor's classroom presentation, or the progress of the class in general. The administration of the school reserves the right, in the exercise of their judgment, to dismiss a student on any of the following grounds:

- Non-conformity with the rules and regulations of the school
- Conduct which reflects unfavorably upon the school and or its students
- Unsatisfactory academic progress
- Excess absenteeism
- Failure to pay tuition
- Cheating
- Falsifying school records
- Demonstrating poor judgment or inability to function properly which could put student safety in jeopardy
- Entering the school under the influence of alcohol, drugs or narcotics of any kind
- Carrying a concealed or potentially dangerous weapon
- Willful neglect, damage, or abuse of school property

Appeal Process

From time to time, difference in interpretation of school policies will arise among students, faculty and/or administration.

When such differences arise, a miscommunication or misunderstanding is usually a major contributing factor. For this reason we urge both students and staff to communicate any problems that arise directly to the individual(s) involved. If the problem cannot be resolved in this manner, the director of the school should be contacted. Normally the informal procedure of discussing the difference will resolve the problem.

If for whatever reason, the student feels there has not been a resolution to a problem expressed orally within a reasonable period of time, the student should submit the grievance, meet with the parties involved, and will notify all parties in writing of the problem resolution and the reasons upon which it was based within ten calendar days of receiving the complaint.

If the problem remains unresolved, the student should contact the State of Illinois Commission on Proprietary Education, 100 N. First Street, Springfield, Illinois, 62777.

Family Educational Rights and Privacy Act

Under the Family Educational Rights and Privacy Act, each student (including parents of minor students and parents of tax-dependent students) is given the right to inspect and review his/her records, and to request that errors in those records be changed to ensure that they are not inaccurate, misleading or otherwise in violation of the student's privacy or other rights. The detailed policy and procedures that the institution used in this regard can be obtained from the school director.

Under Federal rules, the school is permitted to disclose certain basic information about a student without permission from the student unless the Student specifically requests that this information not be disclosed, *If you do not wish this information to be released*, you must contact the school director within thirty (30) days of signing the Enrollment Agreement. This basic information is called Directory Information and includes the student's name, address, telephone number, date and place of birth, program of study, participation in activities, dates of attendance, certification and diploma awarded, photograph, and place of employment. Written consent required before education records may be disclosed to third parties with the exception of the accrediting commissions (if any) and government agencies so authorized by law. Students who feel that the institution has not complied with their rights under the law may file a complaint under Section 99.64 with the U.S. Department of Education.

Certificate/Transcripts

There is no charge for the original copy of your certificate. Additional copies of the certificate will be provided for a fee of \$15.00 plus mailing (frame is not included). Official transcripts of student records are issued only on written request. The first copy of a student's transcript is provided at no charge, additional copies are \$3.00 each. Transcripts must be requested 24 hours in advance. The school will maintain, at the campus, student records for each student whether or not the student completes the course, for a period ending five years after the date of the student's graduation, withdrawal or termination.

Cancellation/Refund Policy

- ❑ As a student, you may cancel your enrollment agreement for school at any time.
- ❑ When notice of cancellation is given before midnight of the fifth business day with 6 days after the date of enrollment, but prior to the first day of class, all application-registration fees, tuition and any other charges shall be refunded to the student.

- ❑ When notice of cancellation is given after midnight of the fifth business day following acceptance but prior to the close of business on the student’s first day of class attendance, the school may retain no more than the application-registration fee which may not exceed \$150.00 or 50% of the cost of tuition, whichever is less;

- ❑ If you cancel, any refund and any negotiable instrument signed by you shall be returned to you within thirty (30) days following the school’s receipt of your cancellation notice. To cancel the enrollment agreement for school, the student must deliver a signed and dated copy of a written notice of cancellation to the school at its official address.

- ❑ When Notice of cancellation is given after the student’s completion of the first day of class attendance, but prior the student’s completion of 5% of the course of instruction, the school may retain the application-registration fee, an amount not to exceed 10% of the tuition and other instructional charges or \$300.00, which ever is less;
- ❑ When a student has completed in excess of 5% of the course of instruction, the school may retain the application-registration fee, but shall refund a part of the tuition and other instructional charges in accordance with whichever of the following applies:

Percentage of days in class completed
By student at notice of cancellation:

10%	school may retain ..	15%
20%		30%
30%		40%
40%		50%
50%		60%
60%		100%

ACKNOWLEDGEMENTS:

NOTICE TO BUYER: DO NOT SIGN THIS CONTRACT BEFORE YOU READ IT OR IF IT CONTAINS ANY BLANK SPACE. YOU ARE ENTITLED TO AN EXACT COPY OF THE CONTRACT THAT YOU SIGN. KEEP IT TO PROTECT YOUR LEGAL RIGHTS.

My signature below certifies that I have read, understood and agreed to my rights and responsibilities, that the institution's cancellation and refund policies have been clearly explained to me and that I have a copy of this agreement.

Student Signature:

_____ Date _____

Parent/Guardian (if applicable)

_____ Date _____

I hereby accept this agreement on behalf of the school

School Official Signature:

_____ Date _____