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Preparing You for Professional Success...

2020-2021 Courses
Volume 12:1, Charlotte Campus

Welcome

Congratulations! You are now taking the first step towards a rewarding career in the dental profession.

Modern dentistry requires assistants who are well versed in four-handed techniques as well as being familiar with hundreds of materials and instruments that are used on any given day. Without proper chairside assistance, most dental procedures would be near impossible to perform. That's why right now, there are dental offices throughout the Charlotte metro area which need well-trained, motivated dental assistants to join their team.

The Dental Staff Institute was formed to provide you with the basic knowledge and technical proficiency to enter the dental field. This foundation will help you achieve the expertise necessary to succeed immediately upon graduation.

Admissions

Applicants must possess a high school diploma or high school equivalency (GED) degree. Applicants may apply in person, online or by mail. Application materials and course schedules are available on our website. Admissions are conducted throughout the year. New assisting courses start about every 4 months. One and two-day certificate courses are scheduled on a first-come, first-serve basis. Mid-course applications will be given first consideration for the next available course. All applicants should demonstrate a desire and willingness to learn the skills necessary to work in a dental office.

Applicants are considered without regard to sex, race, age, creed, religion, national origin or physical handicap.

Hours

Office hours are between 9AM and 4PM Monday through Friday. Assisting classes run for eleven weeks. Sessions are available on Saturdays 8AM to 5PM with an hour for lunch. Evening sessions are available Tuesdays & Thursdays from 6PM to 10PM. Certificate classes are held on Fridays and Saturdays. The school observes and will be closed for New years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day. Classes which fall on such a day will be rescheduled for the following week.

Conduct & Dress

Students are expected to act in a professional manner at all times both in class and during observation or externship. Upon admission, students must sign an honor code of conduct which

outlines the standards of behavior that are expected. Proper attire must be worn in treatment rooms and during clinical exercises. Professional appearance and attire will be discussed in detail during your orientation.

Training Aids

Your tuition and fees cover all materials, books and equipment necessary for your laboratory and operatory training.

Financial Aid

Currently, DSI has no financial aid packages available.

Academics

A low student to instructor ratio is maintained by keeping class sizes small. There are no more than 10 students per instructor and most clinical units will have additional teaching assistants for a personalized learning

A new career is only a few months away...

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Course Descriptions

Modern Dental Assisting: DA Level I (MDA001)

96 Clock Hours Clinical and Didactic Instruction

12 Clock Hours Observation and Externship

Saturday Session 8am to 5pm

Evening Session T,R 6pm to 10pm

Evening Session M,W 6pm to 10pm

App Fee	\$ 65.00
Tuition	\$ 1,740.00
Laboratory	\$ 510.00
Textbooks/CPR	\$ 210.00
Deposit	\$ 395.00
<u>Binder/Handouts</u>	<u>\$ 160.00</u>
Total	\$ 3,230.00

Course Description

The Modern Dental Assisting: DA Level I Certification course at Dental Staff Institute is an entry-level course and consists of 96 hours of lecture/lab preparation and a 12 hour hands-on clinical internship in a general dental office or specialty office with a practicing dentist. Students completing the program will obtain a North Carolina Dental Assistant (DAI) certificate. Students will also obtain a Dental Radiography certificate, a Nitrous Oxide certificate, an OSHA certificate, a Medical Emergencies in the Dental Office certificate and a CPR/AED card (for the healthcare provider) at the end of the course. All certificates issued will be recognized by the state of North Carolina and students will be able to accept a position upon completion of the program. The dental externship will be required once the student has completed the twelve- week training preparation and will allow for review of all the techniques and skills developed over the previous weeks.

Course Outline

Week 1: AM - Introduction to Dental Assisting

- Orientation
- History of Dentistry
- Dental Assisting Today (becoming a CDA)
- Members of the Dental Team
- Dental Ethics/Dentistry and the Law
- Landmarks of the Face and Oral Cavity
- Dentition (Teeth) and Occlusion (Bite)
- Tour of the General Dental Office

Week 1: PM - Dental Charting

- Tooth Numbering Systems in Primary and Permanent Dentition
- Tooth Surfaces
- Black's Classification of Cavities

Week 2: AM - Dental Charting Continued

- Charting diagrams, symbols and abbreviations
- The Digital Dental Chart

Week 2: PM - Periodontal Diseases

- Gingivitis
- Periodontal Disease
- Periodontal Charting

Week 3: AM - Dental Diseases and Preventive Dentistry

- Dental Caries (tooth decay)
- Intro Oral Pathology
- Prevention and the Role of the Dental Assistant
- Diagnosis, prophylaxis, sealants, fluoride, oral hygiene instruction

Week 3: PM - Procedures of the General Dentist

- Caries removal and Basic Restorative Procedures (fillings): amalgam and composite
- Fixed Prosthodontics: Crowns and Bridges
- Removable Prosthodontics Oral Surgery
- Dental Implants
- Periodontics
- Orthodontics (and Invisalign)
- Endodontics
- Cosmetic Dentistry
- Pediatric Dentistry
- Sedation Dentistry

Week 4: AM - Infection Control in Dentistry

- Major Groups of Microorganisms
 - Viral Diseases
 - Bacterial Diseases
- Disease Transmission and Infection Control
 - Methods of Disease Transmission
 - Major Bloodborne Pathogens
 - Types of Infections
 - OSHA
 - Universal Precautions
 - First Aid after an Exposure Incident
 - Managing Contaminated Sharps
 - Needlestick Exposure Protocol
 - Handwashing
 - Personal Protective Equipment (PPE)
 - Hepatitis Vaccines
 - Waste Management
 - Disinfection
 - Instrument Processing and Sterilization
 - Dental Unit Waterlines

Week 4: PM - Medical Emergencies in the Dental Office

- Basic Pharmacology
- Antibiotic Prophylaxis
- Adverse Drug Effects
- Prescriptions
- Emergency Equipment and Supplies
- Responses to Various Emergency Conditions

Week 5: AM - Tour of the Dental Operatory

- Discussion of Dental Equipment
- Dental Hand Instruments
- Preset Cassettes and Colorcoding Systems
- Instrument Sequence on Tray
- Handpieces: Cutting, Polishing, and Finishing
- Rotary Instruments (Diamonds, Finishing, Carbide, Acrylic and laboratory)
- Other Basic Instruments

Week 5: PM - Restorative and Esthetic Dental Materials

- Direct Restorations
- Indirect Restorations and Provisionals
- Dental Liners, Bases, and Bonding Systems
- Temporary Cements
- Permanent Cements
- Impressions and Materials
- Bite Registration Materials and Techniques
- Intro Facebow and Mounted Records

Week 6: Clinical Chairside Assisting

- Proper Positioning of Dentist and Patient
- Suctioning
- Tongue and Cheek Retraction
- Rinsing of Oral Cavity and isolation of teeth
- 4 Handed Dentistry
- Matrix Band Setup
- Local Anesthetic Setup
- Rubber Dam
- Restorative Setup
- Prosthetics Setup
- Surgery Setup

Week 7: Clinical Chairside Assisting Continued

- Mixing cements
- Taking Impressions
- Fabrication of provisional restorations
- Fabrication of whitening trays and stents
- Polishing Dentures and Temporary Crowns
- Pouring and trimming Models

Week 8: CPR/AED for the Professional Rescuer

The American Red Cross teaches this full-day course to help students respond to breathing and cardiac emergencies in adults, children and infants. Students will obtain an American Heart Association CPR card.

Week 9: Dental Radiography - Didactic Portion

- X-ray discovery and history
- Radiation physics
- The dental x-ray machine
- Radiation effects/safety
- Automatic and digital film processing
- Intraoral radiography positioning techniques
- Mounting dental radiographs
- Extraoral radiography: panoramic x-rays

Week 10: Dental Radiography - Clinical Portion

- Application of the intraoral dental radiography using the Rinn XCP instruments and DXTR
- Infection control

- Radiographic technique errors
- Recognizing anatomic landmarks
- Mounting the full mouth series
- Use of panoramic machine

Week 11: Nitrous Oxide Monitoring Certification

This course fulfills the North Carolina Requirement for Nitrous Oxide Monitoring and includes 4 hours of didactic instruction and 4 hours of supervised clinical time. Course material reviews: history, chemical makeup, advantages, contraindications, equipment and supplies, exposure reduction, patient assessment and monitoring, patient education and also administration of nitrous oxide analgesia.

Week 12: Exams and Ancillary Procedures

- Final Examinations
- Dental Photography
- Practice Management Software
- Finding Employment
 - Resume and Interview
 - Becoming a DAI

EXTERNSHIP:

An externship of 12 hours in a practicing dentist's office is required following the eleven-week Modern Dental Assisting course. Students must complete all twelve hours within six weeks of the last day of class. All certificates will be awarded after successful completion of the externship. Only then will the student be considered a graduate of the school.

DAII Disclosure:

A student completing all of the requirements of this program will be classified as a DAI in North Carolina. DAII classification requires:

(1) completion of:

(a) an ADA-accredited dental assisting program and current certification in CPR; or

(b) one academic year or longer in an ADA-accredited dental hygiene program, and current certification in CPR; or

(2) completion of the Dental Assistant certification examination(s) administered by the Dental Assisting National Board and current certification in CPR; or

(3) completion of:

(a) a 3-hour course in sterilization and infection control;

(b) a 3-hour course in dental office emergencies; and

(c) current certification in CPR.

(d) after completing Sub-Items (3)(b), (c), and (d) of this Rule, dental assistants may be trained in any dental delivery setting and allowed to perform the functions of a Dental Assistant II under the direct control and supervision of a licensed dentist, except as listed in Sub-Item 3(e) of this Rule.

(e) dental assistants may take radiographs after completing radiology training consistent with G.S. 90-29(c)(12).

(f) full-time employment and experience as a chairside assistant for two years (3,000 hours) of the preceding five, during which period the assistant may be trained in any dental delivery setting and allowed to perform the functions of a Dental Assistant II under the direct control and supervision of a licensed dentist.

Dental Radiography Certification (DR001)

8 Clock Hours Didactic Instruction

8 Clock Hours Clinical Instruction

Friday and Saturday Sessions 8am to 5pm

Tuition	\$ 395.00
Clinical	\$ 105.00
Textbooks	\$ 95.00
Total	\$ 595.00

Course Description

The Dental Radiography Certification course at DSI incorporates two full day sessions to satisfy the requirements of the North Carolina State Board of Dental Examiners. Students will receive eight hours of didactic instruction in the terminology, production, usage and types of radiography used in dentistry. The second eight hour session includes hands-on instruction and clinical application of the knowledge gained in the didactic portion. Students who successfully complete all 16 hours of instruction and pass the dental radiography exam will be awarded a certificate of achievement.

Course Outline

Session 1

- X-ray discovery and history
- Radiation Physics
- The Dental X-Ray Machine
- Types of Radiation
- Radiation effects and safety
- Dental film
- Hand and automatic processing
- Digital image capture and processing
- Intraoral radiography: paralleling, bisecting, bite-wing and occlusal techniques
- Extraoral radiography: panoramic, cephalometric and skull views
- Emerging cone-beam 3D technologies

Session 2

- Clinical application using the Rinn XCP instruments, various other film holders and the dental radiography mannequin
- Infection control
- Technique error review
- Recognition of anatomic landmarks
- Mounting intraoral radiographic series
- Usage of the panoramic machine
- Dental Radiography exam



Early GE X-Ray Tube
Circa 1917



Coronal Polishing Certification for DA II (CP001)

4 Clock Hours Didactic Instruction

4 Clock Hours Clinical Instruction

Single Session 8am to 5pm

Tuition	\$ 270.00
Clinical	\$ 85.00
Total	\$ 355.00

Course Prerequisite

DA Level II certification is required.

Course Description

The Coronal Polishing Certification course at DSI is open to licensed DA level IIs who wish to expand their skills. This course consists of a full day session designed to satisfy the requirements of the North Carolina State Board of Dental Examiners as provided by the North Carolina State Practice Act. Students will receive three hours of didactic instruction on rationale, stains and deposits, methods, equipment and materials. The second four hours include supervised clinical time to allow for the development of coronal polishing skills on course participants. Students who complete all 8 hours of instruction and pass the didactic exam will be awarded a certificate of achievement. This certificate allows for supracoronal polishing of patients' teeth under the direct supervision of a licensed dentist in North Carolina.

Course Outline

AM Session

- North Carolina law for selective coronal polishing.
- Selective Polishing and effects
- Indications and contraindications
- Types of stain and deposits
- Review of Abrasives and equipment
- Handpiece usage and care
- Rationale for flossing and fluoride
- Step by step overview

PM Session

- Demonstration of clinical techniques
- Group breakout session for supervised clinical practice of learned techniques
- Written and oral examination

Nitrous Oxide Analgesia for DAI or DA II (NO001)

4 Clock Hours Didactic Instruction

4 Clock Hours Clinical Instruction

Single Session 8am to 5pm

Tuition	\$ 220.00
Clinical	\$ 105.00
Total	\$ 325.00

Course Prerequisite

DA Level I or II certification is required.

Course Description

The Nitrous Oxide/Inhalation Sedation Certification course at DSI is open to licensed DA level Is or IIs who wish to expand their skills. This course consists of a full day session designed to satisfy the requirements of the North Carolina State Board of Dental Examiners as provided by the North Carolina State Practice Act. Students will receive four hours of didactic instruction followed by three hours include supervised clinical time to allow for the development of monitoring skills on course participants. Students who complete all 8 hours of instruction and pass the didactic exam will be awarded a certificate of achievement. This certificate allows for the monitoring of patients using nitrous oxide under the direct supervision of a licensed dentist in North Carolina.

Course Outline

AM Session

- History and overview
- Myths and Realities of analgesia
- Chemical makeup
- Indications and contraindications
- Review and definition of equipment
- Occupational exposure reduction
- Patient assessment and monitoring
- Patient education
- Step by step overview of administration

PM Session

- Demonstration of clinical techniques
- Group breakout session for supervised clinical practice of learned techniques
- Written and oral examination



Advanced Laboratory Techniques (ALT001)

2 Clock Hours Didactic Instruction

6 Clock Hours Laboratory Instruction

Single Session 8am to 5pm

Tuition	\$ 225.00
Laboratory	\$ 215.00
Textbooks	\$ 45.00
Total	\$ 485.00

Course Prerequisite

Completion of MDA001 or previous DA Level II certification is required.

Course Description

The Advanced Laboratory course at DSI is open to students who have completed MDA I or who are licensed DA level IIs who wish to review or expand their skills. Participants will learn advanced chairside and office laboratory techniques.

Areas covered include advanced model preparation, facebow and articulation, provisional fabrication using multiple techniques and materials and the repair and refurbishing of removable and orthodontic appliances. Lastly, students will learn a precise technique for fabricating whitening trays, surgical guides and retainers. All units consist of both didactic and hands-on sections. By the end of the course, all students will have properly mounted casts on which they will have created provisional restorations

Course Outline

AM Session

- Fabrication and duplication of several types of study casts to make individual working casts.
- Shade taking, photography and lab communication.
- Proper laboratory disinfection
- Study model preparation including orthodontic trimming and soaping
- Introduction to facebow records
- Articulation and mounting of casts on various types of articulators.
- Using the vacu-former for retainers, trays and stents
- Repair and polishing of removable appliances including use of the pressure pot for proper acrylic curing.

PM Session

- Using casts and stents from the morning, the afternoon session will concentrate on the proper fabrication of several types of provisional restorations as well as whitening trays. Proper provisional cementation as well as patient management will be reviewed.

Attendance

DA1 Classes at DSI are designed to follow an accelerated curriculum. Because of this, it is very important that you commit your class time on your schedule and not miss any modules.

Modules may only be missed in the case of an absolute emergency. Should it be necessary to miss a module, please give as much advance notice as possible.

Students may miss only one module for a documented emergency. You may study the material at home and still take the module exam the following week to keep up with your classmates, however, in order to receive your certification, you must audit the missed module during the next available session. If you did not pass

the examination for that module, you may retake it only after you have audited it.

OSHA, CPR and Radiography modules may not be made up. Should you fail to attend these modules, you will need to take them at additional cost with us or provide proof that you have obtained those certifications elsewhere in order to receive your DA1 certificate.

You are expected to be ready to start on time. Tardiness affects not only you. The disruption affects your classmates as well. A consistent pattern of tardiness will not be tolerated and you may be asked to withdraw from the course without a tuition refund.

Tuition and Fees

If the student is not accepted into the training program, all monies paid by the student shall be refunded less the \$45 registration fee.

Tuition for one and two day courses is due in full at the time of registration. Refunds will be issued up to 14 days before the start of your class less a \$45 application fee. Beyond the deadline, you may use your tuition towards another course, if available. There is a \$25 change fee to reprocess your paperwork and re-enroll you in the new class. Once your class has started there are no refunds.

There is a non-refundable \$45 registration fee for the MDA001 11 week course. Once accepted, a \$350 deposit is required to reserve your seat. This deposit is non-refundable less than 60 days before the start of your first class. The balance of tuition is due no less than 30 days before the start of your first class. Should you decide that you do not wish to enroll, tuition is refundable up to 14 days before the start of class less your deposit and registration fee. Once your class starts, refunds for tuition shall be made in accordance with

following provisions:

- 1) A student who starts class and withdraws before week 3 will be entitled to a 75% refund of tuition and laboratory fee less the deposit, registration fee and distributed textbooks or supplies.
- 2) A student who starts class and withdraws before week 5 will be entitled to a 50% refund of tuition and laboratory fee less the deposit, registration fee and distributed textbooks or supplies.
- 3) A student who starts class and withdraws on or after week 5 will not be entitled to a refund of the tuition and fees.

The school shall make the appropriate refund within thirty days of the date the school is able to determine that a student has withdrawn or has been terminated from a program. Refunds shall be based upon the last date of a student's attendance or participation in an academic school activity.

Facilities and Faculty

Facility

Classes will take place in a state-of-the-art seven chair dental facility. Presentations are given digitally on a 55 inch LCDscreen in a comfortable class setting. All dental equipment, materials and supplies are included for all laboratory and clinical excercises. In addition to clinical treatment areas, there are fully functioning sterilization and laboratory areas for students to use.

Victoria Malz, DMD

Director, Instructor

Ryan Woodman, DMD

Manager, Instructor

Lisa Hey, DAI

Instructor

Laura Kasubowski, RDH

Instructor

Additional instructors may be present to augment, assist and provide more individual instruction as needed depending on the module and attendance.

Grading and Progress

Weekly Module Grades

Each weekly class will be started with a review and questions about the previous weeks material. It is in your best interest to study and review the assignments outside of class and bring any questions you may still have with you to the session. At the end of the review, a written examination will be administered regarding this material. Exams may encompass multiple choice and short description questions. Students must obtain a grade of 70% or better in order to pass the module. Students who do not obtain a passing score must make arrangements to retake the examination on their own time before graduation. Students who fail the retake exam must audit the section in the next available term and again retake the examination. Students who fail more than two modules are subject to academic review. If it is apparent that adequate progress cannot be achieved, students may continue to audit the course but will NOT receive a DAI certificate. Successful completion of the CPR, OSHA and Radiography units may still be obtained, however, no additional retakes will be allowed. Students may be considered for readmission into the next available session and given a 50% discount of the then current tuition fee. These cases will be handled on an individual basis.

CPR Certification

The CPR class is being administered by an accredited American Red Cross agency and you will receive CPR/AED, Emergency Oxygen, Emergency Response and Disease Transmission prevention certifications directly from them. Students will be required to satisfactorily pass both the written and practical examinations.

OSHA Certification

Students must attend the OSHA training module and successfully pass a written examination in accordance with the standards set by the North Carolina Dental Board.

Final Examinations and Clinical Performance

A final Examination covering all of the didactic and clinical modules will be administered in the last week of the MDA program. This exam will count as 40% of your final grade when averaged with your module grades. A score of 70% or more is required to successfully complete the course.

Internship

After completion of the MDA course, you must complete 12 hours of internship in an approved facility. The supervising doctor will complete a review of your performance during your internship. Your certificate will be awarded after a passing review is received.

Dental Radiography

Students will have the opportunity as part of the MDA curriculum to satisfy the requirements towards a North Carolina Radiography certification. In addition, this course is open to assistants who are required to have this certification who are working or who wish to work in North Carolina. Students must pass both the written and clinical portions of this section as defined by the state. You will be allowed to audit this portion and retake the examination one time in the next available term. Passing the radiography portion is a prerequisite for successfully passing the MDA course.

Nitrous Oxide and Coronal Polishing Certification

Students attending the Nitrous Oxide Sedation or Coronal Polishing training modules must pass a clinical and written examination in accordance with the standards set by the North Carolina Dental Board.

Advanced Laboratory Techniques

Students attending the Advanced Laboratory Techniques course must successfully complete all exercises and will receive a certificate upon recommendation from your instructors.

Transcripts and Certificates

Following graduation, progress and attendance records are kept on file and are available for review upon request. Replacement certificates and/or progress records can be requested for a \$10 records fee.



Honor Code of Conduct

By becoming a dental auxiliary you are entering a health profession. There are many laws that govern your working behavior including HIPAA privacy laws, consent statutes, OSHA and generally accepted standards of behavior as outlined by the North Carolina Dental Board. It is important to us at the outset that you understand and accept these professional guidelines. Failure to live up to them in the working environment can lead to serious legal trouble for both you and your employer. With that said, from the moment you start your training, we will expect and hold you to the highest standards.

Your orientation will include the signing of an academic honor code worded to prevent any students from gaining an unfair advantage over other students through academic misconduct. This code includes not only rules about your academic behavior, but your professional demeanor as well. Your failure to uphold the standards therein may result in your dismissal without a refund of your tuition. Judgement is at our discretion and there is no requirement for a warning.

Academic misconduct is any act that does or could improperly distort student grades or other student academic records. Such acts include but need not be limited to the following:

- Possessing, using or exchanging improperly acquired written or verbal information in the preparation of any essay, laboratory report, examination, or other assignment included in the course;
- Unauthorized collaboration with a student in the commission of academic requirements;
- Submission of material that is wholly or substantially identical to that created or published by another person or persons, without adequate credit notations indicating authorship (plagiarism);
- False claims of performance or work that has been submitted by the claimant;
- Deliberate falsification of a written or verbal statement of fact to a member of the faculty so as to obtain unearned academic credit;
- Forgery, alteration or misuse of any institute document relating to the academic status of the student.

The following is an excerpt of our professional code:

- I will approach all aspects of my education with honesty and integrity, embracing opportunities to learn from patients, teachers, and colleagues. I will value and respect the knowledge and wisdom of others.
- I will maintain the highest standards of professional conduct academically, clinically, and socially.
- I will certify only that which I have personally verified, and I will neither receive nor give unauthorized assistance on examinations.
- I will recognize my weaknesses and strengths and strive to develop those qualities that will earn the respect of my patients, my colleagues, my family, and myself. I will continue to value my relations with those who have supported me in the past and those who will share in my future.
- I will strive to earn the trust my patients place in me and the respect that society places upon my profession. I will respect the humanity, rights, and decisions of all patients and will attend to them with compassion and without bias, maintaining patient confidentiality, remaining tactful in my words and actions.
- I will value the diversity of patients' experiences, cultures, and beliefs because it enhances my ability to care for them and enriches my education. I will remember that medicine is an art as well as a science and that warmth, sympathy, and understanding are integral to patient care.
- As a dental assistant I will remain aware of my responsibilities to improve the standard of health in my community and to increase access to care for the underserved.
- By accepting these new responsibilities, I will remember the importance of my own health and well-being as well as those of my colleagues.
- I commit myself to a lifelong journey of learning how to cure, relieve, and comfort with humility and compassion
- I make this pledge solemnly, freely, and upon my honor.



Change your life now...

Are you ready to change your life for the better?

With a career in dental assisting:

- You will become a valuable part of a growing healthcare profession.
- You will use your skills to help your patients, solve problems and work independently.
- You will create further opportunities for yourself to learn, grow and enhance your talents while enjoying the satisfaction of having a profession, not just a job.

Take the next step and contact us to enroll in our next class. Class size is small and spaces are limited so reserve your seat now.

The Dental Staff Institute is owned by Dr. Victoria Malz and Dr. Ryan Woodman, both general dentists in North Carolina. It was founded with the goal of improving dental auxiliary education.

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