



“SPIDA” is located conveniently in Smokey Point, with easy access from I-5 and Highway 9. The Institute is located in a beautiful, state of the art working dental office, where both classroom lectures and hands-on training are accomplished. The institute has a break room for students with a microwave, refrigerator, sink, tables and chairs. Both male and female lavatories are available. There is ample parking in a well-lit parking lot. This facility is located in close proximity to public transit. This is an ADA accessible facility with handicapped parking and lavatories. Reasonable accommodation will be provided at the request of the student.

Our goal for our students is that they will be so well trained clinically that they will be able to go into any dental office as an entry level assistant and feel fully confident to sit down and assist the dentist, with a good knowledge of all procedures that are performed in a general practice.

Our director is Dr. George Hussey, who has been serving Snohomish County as a general dentist since 1969. He is a Fellow in the Academy of General Dentistry and has been an Affiliate Associate Professor at the University of Washington Dental School for many year He utilizes fully expanded-duty dental assistants in his practice and is dedicated to producing dental assistants that any dentist would love to hire as a new graduate.

Our team of instructors is experienced dental assistants presently working in Dr. Hussey’s office. Helen Hussey is the administrator and has been with Dr. Hussey for all of his practicing career. She is proficient in front desk activities, office management and accounts payable. She has attended many post graduate courses in practice management and developed all systems for the practice.

Lindsey Wilkins has been working in Dr. Hussey’s office for 18 years with her experience coming from on the job training. She has attended many continuing education courses in dental assisting, and Invisalign orthodontics. She too, shares a sincere desire for our students to receive an excellent education.

Leisha Nobach is a graduate of our institute. She has been working for Dr. Hussey now for 11 years. She too has attended many post graduate courses in clinical assisting. She is excited to help our students feel the confidence that she felt upon actually entering into her new career.

Carin Lawrence worked as a dental assistant in Olympia for many years and brings a different perspective to the training. She has been a dental assistant for 40 years; and working in Dr. Hussey’s office for 3 years.

Anna S. is our restorative hygienist and is new to our office this year. She will be a very welcome addition to our school. She is a former dental assistant with a hygiene degree, and is in love with her profession.

Tessa Gerard has worked for Dr. Hussey for 17 years. She has attended many post graduate courses and is Dr. Hussey’s main restorative dental assistant and is available to “job shadow” on days when Dr. Hussey is in the office.

In our goal to deliver the highest standard of learning and keep our student/instructor ratio low, we are only able to accept up to 16 students per class.

We look forward to working with each student and sharing with you to create a great learning educational training experience!

16825 Smokey Point BLVD Arlington, WA 98223 • (360) 653-5197 • [info@drgeorgehussey.com](mailto:info@drgeorgehussey.com)



We start classes in March and October, with graduation in June and January.

We will accept a maximum of 16 students. 4:1 Student/teacher ratio.

Enrollment will be open until the first day of instruction.

You must have a high school diploma, or GED diploma to apply for entrance to the program. You may apply as a high school senior, if you have documentation that you are on track to graduate at the end of your senior year.

This school encourages diversity and accepts applications from all minorities, and does not discriminate on the basis of race, creed, color, national origin, sex, veteran or military status, sexual orientation, or the presence of any sensory, mental, or physical disability or the use of a trained guide dog or service animal by a person with a disability. In this profession, applicants must possess good hand/eye coordination, good vision and good manual dexterity. We ask that you consider your health history and comprehension of the English language as well. This Institute acknowledges that information pertaining to an applicant's disability is voluntary and confidential, and will be made on an individual basis. If this information is presented, we will reasonably attempt to provide an accommodation to overcome the effects of the limitation of the qualified applicant. All inquiries about accommodations should be made to the admissions administrator upon registration of the program. It may be necessary to require medical documentation because of the rigors of curriculum.

The State of Washington requires you to have a dental assisting license before you can be employed. We will provide you with the information you will need to get this license. There is a cost of \$40 the first year, and is renewable before your birthday each year at a cost of \$21. If you have had any criminal offenses, you will have to explain the circumstances in your application and may have to provide some documentation to the State. This does not mean that you will not get your license. If you have questions about this, please talk to our administrator, Helen.



## GENERAL INFORMATION

- State of the art, licensed private vocational institute
- Small class size (max 16) – low student/teacher ratio
- 15 Saturday classes
- Hours: 8:30 AM – 4:30PM
- 14 Tuesday evening classes
- Hours: 6:00 PM - 8:00 PM
- Observation in Dr. Hussey's office during normal business hours
- Class divided into two parts:
  1. ~~Monday classes lecture/exam~~ clinical training
- Instructors are experienced, working assistants, hygienists and practicing dentists
- Internship program within Dr. Hussey's office
- Internship program in some specialty practices
- Learn all aspects of expanded duty dental assisting, including:
  - 4-handed dental assisting
  - Dental radiography
  - Terminology/Anatomy
  - Sterilizing
  - Impressions/Pour-Up/Trim
  - Temporary Crown Fabrication
  - Whitening trays
  - Prophylaxis and Fluoride treatments
- You will receive a "Certificate of Achievement" upon satisfactory completion of the course.



### **TEXTBOOK INFORMATION:**

**Textbook:** Essentials of Dental Assisting/**Edition 5**  
Authors: Robinson, Ehrlich, Torres and Bird  
**Book is included in tuition**

Students who withdraw from the program may be able to sell textbooks back to the school if they are in excellent condition.

### **HEPATITIS VACCINATION-----REQUIRED BEFORE 1<sup>st</sup> SATURDAY** **Documentation must be provided before 1<sup>st</sup> SATURDAY**

This is a series of three injections; you may get this at the State Health Dept. or in your physician's office.

### **PLACEMENT ASSISTANCE POLICY:**

Smokey Point Institute of Dental Assisting will have avenues to aid students in gaining employment, which are as follows:

- Posting all job opportunities that are brought to our attention by Dr.'s or previous students
- Aiding in resume preparation
- Letter of reference if earned

We cannot guarantee job placement, but we will make every effort to assist you in beginning your career.

Most dentists advertise on Craig's List, so most students respond to those ads. We will also give you information about dental employment companies.



**Tuition and financial arrangements:**

**Tuition**    \$7895

**Tuition covers:**

- Textbook
- Notebook containing lecture notes, all paper and pens/pencils
- All training/visual aids, materials, and dental supplies used in the clinical training,
- Safety glasses
- Use of all equipment and instruments during the course of study
- Internship in dental office
- Use of x-ray equipment, x-ray film and related materials
- Hands on Clinical training performed in an actual practicing dental office
- **Certificate of Achievement**, and a letter of recommendation outlining your training and experience

Student will be expected to provide a pair of scrubs and a T-shirt with long sleeves and rounded neck to wear under the scrub top or a lab jacket with long sleeves and high neck.

**Tuition paid in full reserves your spot in the class.**

We accept CASH, CHECK, MC, VISA, AMERICAN EXPRESS, DISCOVER & CARECREDIT. (CareCredit allows you to carry account 24 months interest free or up to 5 years with interest: You can apply at [www.carecredit.com](http://www.carecredit.com) )

We also accept scholarship funds, and payments from other third party entities.

We do not currently offer financial aid.

If a student has a personal bank loan or a CareCredit loan, these must be satisfied by the student regardless of the success or lack of success at SPIDA. You have signed a promissory note and the student has full responsibility for managing the loan and its repayment.



## **ATTENDANCE POLICY**

Because of the length and intensity of this course, it is extremely important to have a perfect attendance. We keep a record of the daily attendance of each student. These records are available for student review. Absenteeism for more than 20 percent of the total program constitutes cause for dismissal. A student who has greater than 20 percent absences will have his or her case reviewed by the school director with the possibility of being dropped from the program.

If a student has a medical emergency or personal crisis, the situation will be evaluated on an individual basis by the director and administrator of the Institute. The possibility of making up class or classes will be determined by said evaluation.

Each student is strongly encouraged to spend as much time as possible observing and practicing skills in Dr. Hussey's office during regular working hours each week for the duration of the training program.

Lessons and assignments missed due to absences must be made up within five business days of returning to school. Make up work may be required to complete the approved hours of the program. Without completing all the missed hours the school may withhold the final certificate until the hours are completed.

Developing a good work ethic is an important part of the training at this Institute. Students arriving late for class are interrupting the instructor and other students.

The following recording system will be used for tardiness:

- 1 to 15 minutes late will be counted as 15 minutes late
- 16 to 30 minutes late will be counted as 30 minutes late
- 31 to 60 minutes late will be counted as 1 hour late

If you reach 60 minutes of tardiness, you will be referred to the director of the institute, and make up assignments may be required.



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**RELIGIOUS ACCOMMODATION:**

Smokey Point Institute of Dental Assisting will make good faith efforts to provide reasonable religious accommodations to students who have sincerely held religious practices or beliefs that conflict with a scheduled course/program requirement. Students requesting a religious accommodation should make the request in writing, directly to their instructor with as much advance notice as possible. Being absent from class or other educational responsibilities does not excuse students from keeping up with any information shared or expectations set during the missed class. Students are responsible for obtaining materials and information provided during any class missed. The student shall work with the instructor to determine a schedule for making up missed work.



## **REFUND POLICIES OF THE INSTITUTE**

### **REFUND BEFORE ENTERING CLASSES:**

- (1) A full refund of all money paid if the school does not accept the applicant.
- (2) A full refund of all money paid if the applicant withdraws not later than midnight on the fifth business day (excluding Sundays and holidays) after signing the contract or making an initial payment, provided that the applicant has not commenced training.
- (3) After five business days (excluding Sundays and holidays), the school may retain an established registration fee equal to ten percent of the total tuition cost, or one hundred dollars, whichever is less. "Registration Fee" refers to any fee however named, covering those expenses incurred by an institution in processing student applications and establishing a student records system,

### **OFFICIAL TERMINATION DATE:**

The official date of termination of a student shall be the last date of recorded attendance when withdrawal occurs in any of the following manners:

- (1) When the school receives notice of the student's intention to discontinue the training
- (2) When the student is terminated for a violation of a published school policy which provides for termination
- (1) When a student, without notice to the institution, fails to attend classes for 30 calendar days.

### **REFUND AFTER ENTERING CLASSES:**

If training is terminated after entering classes, the student is financially obligated to the school according to the following formulas or maximum charges:



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- (1) If you terminate during the first week or 10 percent of contracted instructional time, whichever is less, the school may retain 10 percent of tuition cost plus registration fee (equal to 10 percent of the total tuition cost, or \$100.00, whichever is less).
- (2) If you terminate after the first week or 10 percent of contracted instructional time, whichever is less, but prior to completion of 25 percent of contracted instructional time, the school may retain 25 percent of the tuition costs plus registration fee (equal to 10 percent of the total tuition cost, or \$100.00, whichever is less).
- (3) Termination after completion of first 25 percent and under 50 percent of contracted instructional time: school may retain 50 percent of tuition cost plus established registration fee; (equal to 10 percent of the total tuition cost, or \$100.00, whichever is less).
- (4) Termination after completion of more than 50 percent of contracted instructional time, the school may retain the full tuition cost plus established registration fee, (equal to 10 percent of the total tuition cost, or \$100.00 whichever is less).

#### **DISCONTINUED PROGRAMS:**

If a school discontinues instruction in any program after students enter training, including circumstances where school changes its location, students must be notified in writing in advance of such events and be informed that they are entitled to request a pro-rata refund of tuition and fees paid; unless comparable training is arranged for by the school agreed upon, in writing, by the student. A written request from the student for such a refund must be made within 90 days from the time when the program was discontinued and the refund must be paid within 30 days after receipt of a request.

#### **WITHDRAWING FROM SCHOOL:**

Students must prepare a written notification and submit it to the school director. This document must contain the student's name, address, and date. All financial obligations on the part of the school and the student will be calculated using the last recorded date of attendance.



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REGISTRATION FORM – This information is required by the State of Washington Work Force Reporting

Applicant Name:

\_\_\_\_\_ Last Name First Name MI

Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home phone# \_\_\_\_\_ Cell # \_\_\_\_\_

E-mail address \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Hispanic: \_\_\_\_\_ Yes \_\_\_\_\_ No

Race (Check one):

- \_\_\_\_\_ White/Caucasian
- \_\_\_\_\_ Black/African American
- \_\_\_\_\_ American Indian or Alaska Native
- \_\_\_\_\_ Asian
- \_\_\_\_\_ Hawaiian Native or other Pacific Islander
- \_\_\_\_\_ Multi-racial
- \_\_\_\_\_ Other

Disability: \_\_\_\_\_ Yes \_\_\_\_\_ No

Veteran: \_\_\_\_\_ Yes \_\_\_\_\_ No



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Highest Grade Completed:

- Less than high school graduation
- High School Graduate      Graduation Date: \_\_\_\_\_
- GED      Date attained: \_\_\_\_\_
- Some Post H.S., no degree or certificate       Certificate (<2 years)
- Associate Degree (Year: \_\_\_\_\_)
- Bachelor Degree or Above (Year: \_\_\_\_\_)

Name and Address of Last School Attended: \_\_\_\_\_

Current Employment: \_\_\_\_\_

Name and Address of Current Employer:

\_\_\_\_\_

In Case of Emergency (contact):

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date Signed



## **GRADING SYSTEM/STANDARDS OF PROGRESS**

Weekly assignments and quizzes will be graded and handed back to student within a week. You must maintain at least a 75% average on these grades. If you fall below 75%, you will be placed on probation and asked to re-study and re-take quiz or redo homework. You may be scheduled for in-school instructor-led assistance. Students who are unable to raise grade point average may be dismissed from the school. Refunds will be given in accordance with the school's refund policy. Quizzes and homework grades will account for 30% of your total grade for the course.

Clinical and chairside assisting will be graded as soon as completed and will be given to you. This accounts for 50% of your total grade. If you fall below 75%, you will be asked to spend extra time in practice, independent study or tutoring in the area needed to bring up your skills and grades.

You will be given a final written exam, covering all the material of the course. The final exam will also include graded x-rays and graded prophylaxis. This will account for 20% of your grade.

Incomplete grades are given when a student is unable to complete a course because of an illness or other serious problem. An incomplete grade may also be given when students don't turn in work or don't take tests. If a student doesn't make arrangements to take missed tests or fails to turn in homework assignments, a failure grade will be given. A student who misses a final test must contact the instructor within twenty-four hours of the test to arrange for a make-up examination.

In order to pass this class, a student must have a 75% average overall. Students who fall below 75% will be placed on probation. The student will be scheduled for in-school instructor-led assistance to help student raise their grade point average. Students who are unable to raise grade point average may be dismissed from the school. Refunds will be given in accordance with the school's refund policy.

Upon graduation from the program, student will be given a transcript. This should be maintained indefinitely by the student. Students may request copies by writing the school. Student records are available for review by the student at any time.

Student records will be maintained by the school for 50 years or until the school closes. If the school closes, records may be forwarded to the Workforce Training and Education Coordinating Board.



## **CODE OF CONDUCT**

The following conduct is unacceptable and will not be tolerated:

1. All forms of bias including race, religion, ethnicity, gender, disability, national origin, veteran status, and creed as demonstrated through verbal and/or written communication and/or physical acts.
2. Sexual harassment including creating a hostile environment and coercing an individual to perform sexual favors in return for something.
3. All types of proven dishonesty, including cheating, plagiarism, knowingly furnishing false information to the institution, forgery, and alteration or use of institution documents with intent to defraud.
4. Intentional disruption or obstruction of teaching, administration, disciplinary proceedings, public meetings and programs, or other school activities.
5. Theft or damage to the school premises or damage to the property of a member of the school community on the school premises.
6. Student acts of criminal behavior that place any person in imminent danger are prohibited on all school grounds.
7. Violation of the law on school premises. This includes, but is not limited to, the use of alcoholic beverages or controlled dangerous substances.
8. Violation of published school policies.

## **CONDITIONS FOR DISMISSAL**

Students may be dismissed from the school for the following reasons:

1. Not adhering to the school's rules, regulations, policies, and code of conduct.
2. Missing more than 20 percent of instruction time.
3. Not maintaining the minimum grade point average.
4. Not meeting financial responsibilities to the school.

The school director will notify the student in writing should it become necessary to dismiss the student. The dismissal letter will contain the date and the reason for dismissal. It is the responsibility of the dismissed student to notify the appropriate lending institution if the student has a loan. Prepaid tuition will be refunded according to the school's refund policy.



### **RE-ENTRY POLICY**

Students dismissed from the school who request re-entry must put the request in writing to the school director. In cases where the student was dismissed for excessive absences (greater than 20%) or financial concerns, it may be possible to re-enter within the same school term. In cases where the student was dismissed due to failure to maintain the minimum grade point average, it may be possible for the student to receive private tutoring and then re-enter the school. In cases where the student was dismissed due to unacceptable conduct, the student may have to meet with the director before re-entering the school. The decision of the director is final and the student will receive a letter within five business days stating the decision.

### **STUDENT GRIEVANCE-COMPLAINT/APPEAL PROCESS**

Nothing in this policy prevents the student from contacting the Workforce Board (the state licensing agency) at 360-709-4600 at any time with a concern. Students who have a complaint or would like to appeal a dismissal must request in writing an appointment for an interview with the school director. The written request should include the following information:

1. Student's full name and current address
2. A statement of the concern including dates, times, instructors, and if applicable, other students involved.
3. Date of complaint letter and signature of the student
4. Three dates in which the student would be available for a meeting with the school director. These dates should be within 10 business days of the complaint.

The school director will notify the student in writing of the appointment date in which the concerns or appeal will be addressed. Every effort will be made to bring an amicable closure to the concern. Should it be necessary, a panel of instructors will hear the concerns and will be asked to assist in bringing a resolution to concerns and/or appeals. The student will be notified in writing within five business days of the outcome of the meetings. Should the contract be canceled by either the student or the school the last date of attendance will be used as the date to calculate any refund in accordance with the school's refund policy.



Smokey Point Institute of Dental Assisting

This school is licensed under Chapter 28C.10RCW. Inquiries or complaints regarding this private vocational school may be made to:

Workforce Training and Education Coordinating Board  
128 – 10<sup>th</sup> Avenue Southwest  
Olympia, Washington 98504

360-709-4600

[pvsa@wtb.wa.gov](mailto:pvsa@wtb.wa.gov)