



*"Focused on the Advancement of Dental Education"*

# THE RDAEF<sub>2</sub> PROGRAM

at the FADE Institute in El Dorado Hills



*"The secret to getting ahead is getting started"*

*- - Mark Twain*

Welcome to the Institute – Letter from Our Founder

Our Program Success

RDAEF Program: Overview and Competencies

RDAEF Program Fees 2023

Program Policies and Protocols/Application Document



# Welcome Letter from the Founder

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Congratulations for making the decision to define your future in choosing Dentistry as a career. Dentistry is one of the most evolving professions today. With more and more dental offices looking into expanded functions for allied dental healthcare professionals, choosing the right allied dental program is the first step in your professional development. Dental healthcare continually ranks in the top three job markets nationwide and continues to look for the most advanced-skilled personnel to fill the access-to-care issues we face.

Our story begins with the establishment of the Foundation for Allied Dental Education (FADE) as a non-profit, community service organization. Established in November 2011, the original mission and purpose of FADE was to work toward providing collaborative support to dental assisting educators and educational programs throughout the State. Since then, our goals and objectives expanded to include resources for certification courses and entry-level as well as advanced programs focused on meeting the needs of the dental community.

Believing in our passion for improved educational pathways for dental assisting, our Board of Directors determined a training facility dedicated to that passion was needed – the FADE Institute was designed and developed in March 2016. As a private institute for learning and advancement, we are able to provide individualized learning and advanced skill programs and certifications taught by experienced dental faculty for theory-based instruction and contemporary clinicians serving as lab faculty.

The FADE Institute RDAEF<sup>2</sup> program continues to enhance the professional advancement of the allied dental community. Our successful ongoing open enrollment process and four cohorts per year, allows for the most flexible and student-centric model of any EF program today! Incorporating hybrid education and offered in a professional setting built with advanced skills in mind, our program will not only meet, but exceed, the requirements of the Dental Board to ensure exceptional outcomes.

Our current program information and application materials, including program fees, program policies and provisions, and payment option data are provided within this catalog. Upon review and consideration, the next step would be to connect with us and discuss, in person or through virtual meeting, any program questions you may have to help determine whether this is the correct program for you.

Until then, I wish you the very best in your educational endeavors and hope you will plan to visit us at the Institute very soon!

*Donna Gruy-Allen*



# Our Program Success Requires No Comparison

When educational providers embark on their journey to success, they often peek into the lane of others and compare their level of success. They look over and compare what they're doing with other providers or schools and attempt to critique.

Every educational provider, whether institutional, private, or public, has a choice to be what they desire to be; to stand apart from others with professionalism and respect for our profession or not. We are an institute of higher education by design. We cannot be compared to a provider that is not equal in every way to us.

Simply put – you cannot compare diamonds to coal.

Prospective students can obtain current dental board examination statistics based upon current, published, unamended data issued by the board. Successful programs use their licensing examination outcomes as one of many tools, not the only tool, in assessing their achievements both internally and publicly. Examination statistics are a factor, not the primary one, when an institution recognizes that a graduate only becomes a graduate when they have achieved academic success BEFORE attempting their licensing examination.

## **Program Documentation:**

For information about current fees, application requirements and program guidelines, please review the following pages of this brochure. Please contact us by email [office@thefade.org](mailto:office@thefade.org) or by phone (916) 358-3825 to seek guidance or to schedule an appointment for a facility tour or to apply to the program.



## The FADE Institute RDAEF2 Program 2023 Program Fees and Available Payment Plans

Program Tuition and Ancillary Fees for RDA to RDAEF2 (Effective 11/1/2022 – 11/1/2023)

The table below details the RDAEF2 program tuition rate for 2023. This fee structure is for those who are currently RDAs seeking licensure as a RDAEF2. Program and ancillary fees are subject to change at any time.

<b><i>Program Tuition (see payment options)</i></b>	
Base Program Tuition	\$22,500
Non-Refundable Application Fee (must be processed at time of online application submission via payment link and electronic document filing)	\$3,500
Balance of Base Tuition (after application fee processed)	\$19,000
<b><i>Mandatory Program Fees – Student Must Possess by Day One of Class</i></b>	
<b>Custom 2023 EF Dental Materials Kit:</b> purchased directly from UCLA Dental School via the online student portal – no substitutions, no exceptions, must be <b>purchased and received by the first day of lab class</b> – allow two weeks from the time of purchase for all materials to arrive – ships directly to the student; use of materials and instruments from prior graduates is not acceptable.	\$2,900 plus tax and shipping based on your home location
<b>Custom 2023 Kilgore Typodont/Prep Kit:</b> purchased directly from Kilgore International via the online student portal - no substitutions, no exceptions, must be <b>purchased and received by first day of lab class</b> – all materials for this kit are shipped to the school and distributed to the students; use of typodonts and equipment from prior graduates is not acceptable.	\$980
<b><i>Additional Ancillary Fees</i></b>	
<b>Magnification loupes:</b> student will direct purchase from manufacturer – price based on student’s selection of style and determined at fitting (minimum required 3.5 magnification and wired or wireless light); <b>students must have loupes by second lab class</b> ; it is the student’s responsibility to contact loupe representative for appointment to size, fit and select loupes.	\$2,150 (estimated fee based on choice of style)
State Board application fees	\$120
Laptop computer – specifications and recommendations will be discussed at Orientation	
Color printer – homework should be printed on quality color printer for best results	

## Payment Options

### Plan 1: Jump Start Discount Program

<b>Plan 1: Jump Start Plan Offering: Program Tuition Only – Does Not Include Ancillary Fees</b>	
Total Program Tuition	\$22,500
Non-Refundable Application Fee (due at time of application submission)	- \$3,500
Balance after application acceptance – application fee applies to base tuition only *	\$19,000
Student pays \$17,000 at time of enrollment	- \$17,000
Balance after enrollment payment	\$2,000
Jump Start Discount applied to balance	- \$2,000
Tuition paid in full at time of enrollment – no terms, no monthly tuition, discount applied	\$0

### Plan 2: Managed Payment Plan

Students who would like tuition in installments may do so with an interest-free bi-monthly plan provided by the FADE Institute. The following plan is not eligible for a discount and must be paid as scheduled and within 10 months and requires an initial payment at the time of enrollment.

<b>Plan 2: Managed Plan for Program Tuition – No Discount</b>	
Total Program Tuition	\$22,500
Non-Refundable Application Fee (due at time of application submission)	- \$3,500
Balance after application acceptance – application fee applies to base tuition *	\$19,000
Student pays \$3,800 at time of enrollment	- \$3,800
Balance after enrollment down payment	\$15,200
Four (4) bi-monthly (every 60 days) payments begin first day of month following cohort start; four payments of \$3,800 each totaling \$15,200	- \$15,200
Tuition paid by graduation	0

*Loupes and other ancillary fees are not included in tuition payment plans. Kits and loupes must be purchased through the distributor or vendor directly. All fees are the financial responsibility of the enrolled student. Students are once again reminded of the unconditional no-refund policy.*

*The Institute will not accept federal funding, state funding programs or taxpayer educational grants in order to ensure that our programs and courses remain of the highest caliber possible while maintaining reasonable tuition rates.*

### **Cancellation or Withdrawal from Program:**

Upon acceptance into the program, all students are expected to complete program requirements, regardless of the length of time to do so. If a student is unable to perform the required work and/or elects to withdraw before completion, refunds are not available at any time, regardless of causation. In the event a candidate is accepted and enrolled in the program and decides to cancel, all tuition, deposits and fees paid to the Institute to date will not be refunded. It is imperative that every applicant understands their financial and scholastic commitment prior to making the decision to enroll. This policy is absolute and will be upheld by the Board of Trustees of the Institute at all times.



## Statement of Agreement: Policies and Provisions of the FADE Institute RDAEF Program 2023

*Upon review, each student enrolling in the RDAEF program shall ask any questions and obtain a complete understanding of the policies and provisions of the Institute PRIOR to initialing each paragraph which serves as an affirmative acknowledgement of the policies as stated at the time of interview, application and enrollment.*

### **Policy Changes:**

The Institute reserves the right to amend policies and procedures, rules, and program requirements as necessary based on changing educational regulations from the Dental Board, new laws pertaining to the practice of dentistry, or institutional requirements for program completion including, but not limited to, changes in fees associated with the program, requirements for remediation upon unsuccessful state board examinations, or scheduling edits. Each student shall be advised of program changes, as they occur, and the impact, if any, on the current program.

### **Schedule/Content Changes:**

Be advised that changes to program schedules may occur at any time due to unforeseen circumstances. Please note the posted schedule on Basecamp (our online communication tool) and review your specific cohort (class) schedule of dates and times. Students are directly responsible to know their cohort schedule including virtual labs, on-line lectures, supervised labs on campus and tutoring sessions as scheduled.

Students of the program must be flexible in their personal and professional commitments to adapt in the event a schedule change is necessary. We are aware that students need for us to adhere to the published schedule so that you can modify your work and personal activities; however, periodic adjustments are made to accommodate facility issues, faculty changes or the need to add days to best meet the didactic, lab or clinical activities of the program.

In addition, adjustments are made with each cohort in response to challenges and emerging technologies. Curriculum changes will, minimally, change the schedule including the subject area of a lecture or lab. We expect all students to accommodate any schedule change, curricular change or venue change that is necessary for program success.

### **Requirements for Tutoring/Additional Coursework Associated with Successful Completion of Program:**

Any student identified as being in jeopardy or needing additional assistance following an absence, illness or break in program, or for those needing additional educational support, shall be properly counseled and required to complete tutoring sessions which may be one-on-one or with a group of no more than five additional students held on a designated date and time schedule. Tutoring sessions are subject to a fee of \$40 per hour and shall be paid by the student directly to the instructor at the time of service. Completion of tutoring sessions shall be required for the student to successfully complete the EF program for a duration of time as deemed necessary by the instructional team.

Students electing to not participate in the tutoring sessions, who are considered in jeopardy of successful completion of the program or the state board examination, shall risk dismissal from the program or, at minimum, ineligible for state board examination application verification by the Dean.

***Examination(s) for Licensure/Examination Prep Workshops:***

Application preparation day for completion of the licensing examination shall be scheduled for each cohort during the final weeks of program. All application filing fees associated with the RDAEF examination shall be the financial responsibility of the student. The filing fee for the EF examination is payable to the Dental Board of California in the form of a personal check, money order or cashier's check and the responsibility of the student to pay at the time of application submission to the Board.

In accordance with state law, a student of a board-approved or Commission on Dental Accreditation accredited dental program shall be allowed to perform the duties of a licensee **while enrolled in a program of study in Dentistry** and shall be exempt from any laws pertaining to the illegal practice of Dentistry.

However, upon successful completion of the legal requirements for application to the RDAEF state board examination, all RDAEF students are considered graduated, and **no longer legally allowed to perform clinically on a patient until licensure has been obtained**. The FADE Institute will adhere to the legal requirements of application completion and will not continue instruction and shall certify, in writing, on an application administered by the Board, that each student has met the requirements of the program.

Regardless of the practices of other EF programs, the FADE Institute will not encourage, promote or incite the illegal practice of Dentistry in any form; therefore, we will not promote, encourage or approve of program graduates "practicing" their skills during the time period between the application filing/graduation date and the successful completion of the state board examination process.

***Examination Acceptance and Result Notification:***

Upon completion of the application filing, all graduates will be required to notify the Institute when their letter of acceptance arrives from the Dental Board and shall post or submit a copy of the DBC letter to the Institute. Upon successful completion of the written state board examination, candidates will be notified immediately of written exam passage; each graduate will be required to notify the Institute of their results immediately upon completion of the examination, regardless of pass or fail status.

In order for a newly licensed RDAEF to apply to the board for recognition and certification to perform Interim Therapeutic Restorations and Radiographic Decision Making (a certificate earned but not allowed until after licensure), the eligibility documentation and forms needed for the graduate to submit to the board shall be withheld until such time as verification of the state licensing examination is passed. The result verification letter issued by the PSI test facility is the evidence necessary to allow the Institute to release final certification documents to the graduate.

***Attendance:***

Attending each scheduled event/class/lab is imperative for program success and to ensure that all competencies, lab skills, clinical proficiencies and program hours are met in order for us to be able to verify, on your RDAEF examination application, that you have completed all program requirements. The average per day hours recorded for program applications is six (6) hours.

Therefore, no more than two (2) excused or unexcused absences will be allowed. Each day missed, even those days that were excused or pre-planned, will need to be made up. If a student exceeds two (2) days, the student will be required to pay an instructional tutor \$45/hour payable directly to the instructor assigned for tutoring which shall be paid at the time of service.

***COVID-19 and Related Variant Response by an Institution of Higher Education:***

On October 17, 2022, the state announced the COVID-19 State of Emergency Order will end on February 28, 2023, allowing business and entities such as school, community colleges, and universities the time needed to ensure and secure safe and healthy environments. While the threat of this virus is still real, our preparedness and collective work have helped turn this once crisis emergency into a manageable situation. Effective January 1, 2023, the use of masks for students of classes and program shall be optional, yet encouraged, and we shall continue to adhere to all Health and Sanitation Plan recommendations (a copy of the *FADE Institute Health and Sanitation Plan* is available for all students upon request).

***Personal Belongings on Campus – Restricted:***

Students shall store all equipment as prescribed by the faculty, shall limit all personal belongings to essential items only, and shall utilize a cart, duffel bag or backpack to ensure that only a minimal amount of storage is used in the designated instructional areas on campus. Following instruction, each student will be asked to assist with lecture or lab cleanup, assist with facility breakdown and ensure that all personal items are removed from the facility.

***Breaks:***

Students will be asked to bring snacks each day of program and each student will need to take at least two (2) 15-minute breaks during the course of the day. No eating will be allowed in the clinical areas, classrooms or bathrooms.

***Appropriate Attire:***

Students will be required to purchase and wear black scrubs and a black warm-up jacket (lab jacket). Attire may not display dental office logo or insignia. All students shall wear warm-up jackets during all lectures and labs that are not patient-based; during patient-based activities, disposable attire shall be provided to the students of the program along with all facility-required shielding for both patient and student in accordance with the *Health and Sanitation Plan* of the Institute. Students will need to wear closed-toe leather shoes (tennis shoes, clogs with heel strap); no canvas shoes, sandals or boots.

Students shall, at all times, present themselves in a neat, tidy and professional manner, to include:

- Shoulder length or longer hair needs to be clean and pulled back away from face and a bouffant cap shall be required at all times while in the facility.
- No perfumes or over-bearing colognes or after shaves as your fellow students or patients may be sensitive.
- No smoking prior to entry into the facility or during attendance; designated smoking areas are not available at or around the facility location. In addition, fellow students, staff or patients used for instruction, cannot tolerate smoking odors.
- Only daytime appropriate make-up will be accepted.
- No hoop earrings or dangles; small posts only.



***Electronic Devices/Cell Phones:***

Unless otherwise provided or directed as a condition of learning, there shall be no recording devices allowed in any capacity. Cell phones shall be turned-off, or placed on vibrate, and shall not be visible on workstations, countertops or areas of study within the facility or classroom spaces. Beginning January 1, 2023, laptops will be required to be brought to each class, unless instructed otherwise, and shall be cleaned, charged and ready to operate during instruction when required to do so.

The minimum requirements for either a pc laptop or a mac laptop will be discussed at Orientation with recommendations for specific devices. We encourage all applicants accepted in the program **not** to purchase or make available a laptop device until such time as the system recommendations have been addressed at Orientation.

***Lighted Loupes for Program and Examination:***

Our program is working with Designs for Vision to ensure that all students purchase loupes that are effective during program and the state board examination process. The program will provide more information about the special school pricing we will receive for students once the application has been submitted and accepted. Students are required to have their loupes by week four of program. **Minimum strength is 3.5 magnification** and must contain side shields in order to meet OSHA eye-protection regulations.

***Visitors and Guests:***

We always encourage employers and family of EF and RDA program students to come and experience our facility, however, we do appreciate a bit of advanced notice so as not to disrupt another class. Unless otherwise planned, friends and family are prohibited from entering the instructional area of the facility.

***Communication:***

In the event a student needs to contact an instructor, Institute staff or another student, the program will set-up each student on Basecamp. This tool is required and will be able to be downloaded onto any smartphone, laptop or desktop and will be required to use for all lines of communication. Basecamp will be reviewed during the onboarding process prior to start of program.

***Application Fees, Enrollment Fees and Tuition Payments:***

Beginning November 1, 2022, all application and enrollment/tuition payments are **due upon receipt** of an electronic invoice, emailed to each student, using a cloud-based system through our accounting software. Only debit / credit cards shall be used for application fees, enrollment fees and installation payments depending on payment plan chosen by the enrolling student using the invoice link. There shall be no personal or business checks processed unless used as an ACH transaction.

In the event a grant or scholarship has been awarded to the student through the Foundation and the student falls into arrears, the grant may be revoked and shall become the Institute's burden to repay with penalties. The student shall be suspended from program and the Institute shall, based on the terms of this agreement, pursue all means to obtain reimbursement of the grant plus assessment fees prior to allowing the student to return to the program.

***No Refund Policy Without Exception/Financial Responsibility:***

Upon acceptance into the program, all students are expected to complete program requirements. In the event a student is unable to perform the required work, is suspended or released from program for cause, or elects to withdraw, **refunds are not available at any time, regardless of causation.** In the event a candidate is accepted and enrolled in the program and decides to cancel or withdraw, any tuition, deposits or program fees paid to the Institute to date **will not be refunded – no exceptions.** It is imperative that every applicant understands their financial and scholastic commitment **prior** to enrollment. **This policy is non-negotiable.**

In addition, fees paid to loupe, kit or supply distributors for program-required materials, instruments, equipment, supplies, uniforms, laptops, or dental board examination fees are not the responsibility of the Institute and are not refundable under the terms and conditions of the vendor.

***Privacy Laws for Adult Learners:***

This notice reflects our good faith understanding of the law and our data practices as it relates to adult learners at the Institute. While FERPA (Family Educational Rights and Privacy Act) laws primarily reflect non-adult, primary education students, the protections afforded adult learners are established at the Institute in a consistent manner; therefore, parents, employers or family members of the enrolled student, regardless of their financial involvement in the student's attendance at the Institute, are not privy or shall not expect the faculty or staff of the Institute to breach such privacy protections.

***Supervising Dentist Roles and Responsibilities:***

All enrolled students of the EF program shall be employed at the time of enrollment and maintain employment as an RDA for the duration of program. EF students will be able to perform clinically on patients in their office under direct supervision and only when the student has successfully completed specific lab competencies in the program. A letter from the Dean will be issued to each student at various levels of program completion. This letter is to be signed and returned by the employer/sponsoring DDS acknowledging he/she is aware of your progress and that only those duties and functions indicated on the permission letter may be performed. There shall be no furtherance of EF duties until all scholarly activities have been completed.

***Clinical Requirements for Program/Supervision:***

The clinical requirements and the extramural facility contract establishes a relationship with each dental office is a requirement of the board for all approved RDA and RDAEF programs; the purpose of which is to ensure that all clinical facilities are aware of the enrolled student status, the clinical requirements necessary for program completion and the supervising dentists responsibility to observe and evaluate, in a manner consistent with the institution, all work used to meet the clinical requirements. Each student is advised that the standards of the Institute will likely, in many ways, exceed that of the supervising dental office. All students and their supervising office staff should expect that input from the faculty of this program may conflict with that of the supervising DDS and that only the input from the faculty of the program shall be used to determine grade, competency evaluation and skill progression.

***Collegiate Pride/Conduct Unbecoming:***

The success of the FADE Institute RDAEF program speaks for itself. We do not condone, support or advocate for written or verbal disparaging of other programs, schools or institutions including social media and electronic communications. As an established private institution, we celebrate our student achievements while recognizing that success breeds contempt by those who choose to publish or promote mantra inconsistent with our

standards for professionalism and truth-telling. We expect students to respect their peers/colleagues while entering a position of enhanced responsibility and leadership within the allied dental community. From the moment of acceptance to attend the Institute through graduation and beyond, we expect a high level of decorum and tolerance of others whose actions are contrary to our principles.

***FADE Grant Recipient Responsibility:***

The intent of any grant or scholarship program is to encourage advancing formal education and licensure within our profession. Those fortunate enough to have obtained a grant through our foundation organization, the Foundation for Allied Dental Education (FADE) or partnerships between like organizations, including grants obtained through FADE affiliations, shall be expected to successfully complete the program of study and complete their licensure process within three (3) months of graduation from the program or shall risk financial reimbursement of the grant funds received. In order to avoid such penalty, each student receiving gifted support shall agree to all terms and conditions for successful completion of the program, with no exceptions, and understand the responsibility that accompanies the tuition-assistance award.

In addition, graduates of the RDAEF program whose funding was, in part, provided through the ***SDDF Kodama Scholarship*** shall be expected to help support and contribute to the ongoing efforts of the SDDF through contributions of financial support, time as a volunteer and serving as a mentor to students of the RDA or RDAEF programs at the Institute for a period of at least three (3) years following successful graduation. Kodama Scholarship winners shall agree to “give back” by volunteering and participating in events that promote the goals and objectives of the Sacramento District Dental Foundation (SDDF) which may include helping at the annual SDDF Golf Tournament or activities in support of Smiles for Kids, Smiles for Big Kids or other initiatives that promote the goals and objectives of the SDDF. The donation of financial support shall be in the form of maintaining membership as a DHP member of SDDS and an Associate Member of the SDDF annually for three (3) years beyond the required memberships during the program. These terms and conditions are set forth by the Institute and do not impact in any way the financial award issued to the recipient.

***Copyright Infringement/Sharing of Institutional Proprietary Materials:***

One factor leading to the successful reputation of the Institute is the dedication and commitment that our founder and the faculty have in didactic and theoretical instruction as well as the learning resources and tools utilized at the FADE Institute to achieve this goal. The written materials provided to each student are outstanding examples of the focus and attention paid to workplace preparation, examination readiness and overall knowledge of the subject matter in every program offered at the Institute. As such, it is our expectation and legal right to defend and seek all legal means possible against anyone – student, graduate, faculty or employee – who compromises, distributes, copies, duplicates or in any way compromises program content including, but not limited to, the data used on the Learning Management System (LMS), textbook content, exam prep exercises, learning projects, study materials or proprietary content of any type without the expressed legal consent, in writing, of the ownership.

***Personal Responsibility to Agreement:***

Each student applying to this program shall consider this agreement and acknowledgement as entering a contractual relationship with the FADE Institute and as such shall be responsible for understanding and formally acknowledging the contract for which they are entering and is doing so voluntarily and with the full knowledge as to the terms and conditions of such contractual relationship.

**Duties of an RDAEF Licensed after 1/1/2010 – RDAEF2**

**Business & Professions Code 1753.5:**

A registered dental assistant in extended functions [who becomes] *licensed on or after January 1, 2010*, is authorized to perform the following:

- (a) only the lawfully allowable procedures of a registered dental assistant as defined and limited by B&P Code Section 1752.4, and any duties the Board may elect to prescribe by regulation in the future, and;
  - (b) is authorized to perform the following additional procedures under and pursuant to the order, control, and full professional responsibility of a licensed dentist:
    - (1) Conduct preliminary evaluation of the patient's oral health, including, but not limited to, charting, intraoral and extra-oral evaluation of soft tissue, classifying occlusion, and myofunctional evaluation.
    - (2) Perform oral health assessments in school-based, community health project settings under the direction of a dentist, registered dental hygienist, or registered dental hygienist in alternative practice.
    - (3) Cord retraction of gingiva for impression procedures.
    - (4) Size and fit endodontic master points and accessory points.
    - (5) Cement endodontic master points and accessory points.
    - (6) Take final impressions for permanent indirect restorations.
    - (7) Take final impressions for tooth-borne removable prosthesis.
    - (8) Polish and contour existing amalgam restorations.
    - (9) Place, contour, finish, and adjust all direct restorations.
    - (10) Adjust and cement permanent indirect restorations.
    - (11) Other procedures authorized by regulations adopted by the board.
  - (c) All procedures required to be performed under direct supervision shall be checked and approved by the supervising licensed dentist prior to the patient's dismissal from the office.
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## Registered Dental Assistant in Extended Functions II Program Acceptance Application and Student Enrollment Form

**Program Level** (choose one):

- ☐ RDAEF2 Program for RDAs  
☐ RDAEF2 Program for Existing RDAEFs

**Applicant Information** (please print clearly):

\_\_\_\_\_  
*Last Name* *First Name* *Middle*

\_\_\_\_\_  
*Street Address* *City* *Zip Code*

\_\_\_\_\_  
*Social Sec Number (for board application)* *Date of Birth (for board application)*

\_\_\_\_\_  
*Current RDA/RDAEF1 License #* *Expiration Date* *Current BLS Card Expiration Date*

\_\_\_\_\_  
*Primary Contact Phone (include area code)* ☐ Home ☐ Work ☐ Cell

\_\_\_\_\_  
*Alternative Phone (include area code)* ☐ Home ☐ Work ☐ Cell

eMail Address: \_\_\_\_\_

*(Some program assignments and lectures will be presented online; therefore, you are required to provide a valid email address)*

### Admissions Requirements and Ability to Benefit:

All vocational institutions must develop, publish, and fairly administer admissions standards. In doing so, the FADE Institute must determine that applicants admitted meet such standards and are capable of benefiting from the training/education offered by our program.

The applicant must be aware that the RDAEF2 program is a rigorous, challenging, and comprehensive program of education at the highest level possible to achieve successful results in the state board examination process. Applicants must be prepared to engage in classroom study with full participation, homework assignments that may require up to 15 hours per week of attention, and clinical requirements performed at the highest possible competency for patient protection and clinical success.

Students applying for admission into the RDAEF program who have not completed formal education in a dental assisting or Registered Dental Assisting program prior to licensure as an RDA, may be required to complete and pass an entrance examination. This written examination will assess the applicant's ability to understand and comprehend the didactic (theory) portions of the program.

The minimum standards for admission into our RDAEF2 program are:

- High school graduate
- Currently licensed RDA or RDAEF1 (*EF license obtained prior to 1/1/2010*)
- Preferred: Six (6) months experience assisting in clinical restorative dentistry; experience shall have been accomplished within the past three (3) years

If for any reason, you, as the applicant, believe that these educational standards cannot be met, or that the training and education received during this program will not benefit you as a practitioner, you are encouraged to reconsider entry into this program. Otherwise, review and acknowledge your understanding of the policies set forth above. *Be advised, your signature below and throughout this application for acceptance does not guarantee your admittance into the program.*

**Acknowledgement of Minimum Entrance Requirements:** *I understand that the program entrance requirements are intended to ensure that I will be a successful student in the program and that I understand that the rigorous nature of the program is one that I am solely responsible to manage. I understand it is my responsibility to meet the expectations of the program whenever assigned homework, lab or clinical competencies and that I will, for the duration of the program, ensure that all my work is completed in a timely manner.*

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

\_\_\_\_\_  
Date

**Educational Background** (*please check the highest level of education you have obtained*):

☐ High School Diploma    ☐ Associate's Degree    ☐ Bachelor's Degree    ☐ Other: \_\_\_\_\_

**Required Documentation** (*please submit copies of the following documents*):

☐ Current RDA or RDAEF1 license    ☐ Current AHA or ARC BLS certification card

☐ Pit and Fissure Sealant certification \*

*\* Applicants are required to provide evidence of having previously obtained certification in pit and fissure sealants at the time of application to the Board; given that many students do not have their original certification, the Institute will certify or recertify all enrolled EF students in all cohorts to ensure the paperwork is accurate and on file in your student record for board filing upon graduation.*

**Supervising Dentist and Clinical Requirements – Student Acknowledgement:**

A required element of all RDAEF programs is the completion of clinical experiences under the direct supervision of a current licensed dentist. *It is the responsibility of the student to secure a supervising dentist with whom you complete the clinical assignments in a competent manner.*

Please provide the name and information of your supervising dentist for this program.

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Name of Supervising Dentist

---

Dental License #

---

Office Mailing Address

---

City

---

Zip Code

---

Telephone (include area code)

---

Office eMail Address

**Acknowledgement of Clinical Requirements:** *I understand that the clinical requirements/experiences of a Board-approved EF program are to be performed under the direct supervision of a licensed dentist who may or may not be my employer but who will participate in the clinical requirements as necessary. I understand it is my responsibility to secure a supervising dentist for my clinical requirements.*

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Applicant Signature

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Date

**Application Deposit, Payment of Program Fees, Penalties and Remediation:**

**Application Deposit:** A non-refundable **application fee of \$3,500 must accompany this form when submitted for approval;** upon acceptance into the program, the application fee will be credited toward student tuition fees. An invoice with payment link will be emailed to the applicant once a completed application is submitted – payment for the application will be due upon receipt of the invoice.

**Student Acknowledgements for Late Installment Payments (Plan 2):** Because tuition/program fees are nonrefundable, we encourage each enrolling student to review the policies for penalties imposed for late installment payments; they are as follows:

- **Penalty and Late fee.** If I fail to pay the full due amount on or before the due date, I agree to pay a late fee of **3% accrued daily** on each installment payment that is delinquent. I understand that this late fee of 3% will be accumulating until the day I pay the total dues. This penalty and late fee will be added to my account starting from the day following the due date.
- **Notice.** After one (1) week of account delinquency I will be informed in writing of penalty and late fee realization. I understand that failure to pay my dues could affect my student status and will likely not allow me to continue until my tuition is up-to-date.
- **Readmission Withholding.** If I have any outstanding tuition balance, then I will not be able to enroll for future classes until I fulfill my obligation and I may risk my student status.

**Acknowledgement of Tuition Requirements:** *By signature, I am acknowledging having reviewed the policies and understand that the tuition payment requirements shall be adhered to at all times.*

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Applicant Signature

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Date

**Student Progress and Achievement:** Student's progress will be reviewed by faculty and administration at all stages throughout the program assessing attendance, grades, competency progress and achievements. Students who do not achieve the minimum requirements of 95% attendance and 75% grade point average will be advised and counseled in accordance with the Institute's Satisfactory Progress Policies (*issued and reviewed during program orientation*).

**Cancellation Statement/No Refund Policy:** Upon acceptance into the program, all students are expected to complete program requirements. If a student is unable to perform the required work, for any reason or cause, is dismissed for academic reasons or should choose to or be forced to withdraw before completion, or is determined to be physically, mentally, financially or emotionally unable to continue the program, refunds will not be issued; this policy is non-negotiable and will be upheld regardless of the circumstance by which the student does not complete the program – without exception. The policy of non-refundable financial agreements is thoroughly, accurately and specifically detailed, in writing and verbally, during the enrollment process, with ample opportunity for the student to ask and have answered any questions, concerns or areas of misunderstanding that may occur during the policy discussion.

In the case of a legitimate reason, as deemed by the ownership and Board of Directors of the Institute, why an applicant or enrolled student may not be able to either start or complete their education MAY be considered by the ownership for the purposes of allowing the student to restart at a later date, taking into account the amount of time the student has already spent in the program and the reasonable costs/fees paid by both parties. In the event a reinstatement is granted, additional fees may apply.

To be clear; all RDAEF programs in California are considered post-secondary, post-graduate programs and are not eligible for standard financial aid from the State or federal government; all fees paid to the point of cancellation of the program, enrollment fees including deposits and pre-pay discount fees and instrument or kit fees are considered non-refundable. All cancellation and reinstatement policies comply with applicable federal and state laws and regulations.

**Acknowledgement of No Refund Policy and Cancellation Statement:** *By signature, I am acknowledging having reviewed the policies and understand that any and all tuition, program fees, and costs associated with my education are non-refundable should I choose not to or am physically, mentally, financially or emotionally unable to continue with enrollment, program or am removed from the program for cause or grade insufficiency. I understand that the decision to re-enroll is that of the ownership and program director and that all decisions made by the leadership of the FADE Institute are absolutely final.*

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*Applicant Signature*

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*Date*

**Additional Enrollment Forms and Documentation/Program Orientation:** At the time of application submission and deposit acceptance, the student shall meet with a dedicated Institute staff member to complete student enrollment forms, discuss all policies and program scheduling, questions regarding program requirements and review the facility where all enrollees will attend.

All program requirements for attendance, grades, lab and clinical requirements and other program elements will be reviewed and discussed during the first day of class which shall be considered part of the Program Orientation. A policy document packet will be issued to each enrolled student to ensure the student receives the information and support available for successful completion of the program.

**State Board Examinations:** Applicants should be aware that completion of any vocational program DOES NOT guarantee successful completion and passage of the California Dental Board state examinations for licensure as a Registered Dental Assistant in Extended Functions (RDAEF2). The Institute is designed to ensure that only the best education is made available to students who make the commitment to their educational development; however, only the student can achieve graduation and successful passage of their state board examinations.

**Application, Enrollment and Onboarding Process:** The steps for a new student for the RDAEF program to complete are as follows:

- **Step One:** After meeting with the Institute COO and determining that the Institute is the location of choice, the prospective student applies and submits documentation as defined in the application form. A payment link for the application fee shall be emailed to the applicant. There will be no consideration of the application for acceptance without the applicable payment.



- **Step Two:** In the event of application rejection, the applicant is informed, and the application fee is returned to the student. Upon application acceptance, the student is then required to complete the enrollment process by establishing a financial agreement. The financial agreement is based on the terms and tuition payment arrangements they choose following the initial interview process and based on the current payment options presented to the applicant. All fees based on the agreed upon payment plan, including prepayment of the tuition with applicable discount, are due and payable at this stage.
- **Step Three:** Only upon completion of the financial agreement or financial arrangements will a student be allowed to complete step 3 – onboarding. At this time the student is enrolled and a program schedule is confirmed, orientation invitation is confirmed and the details for preparation to begin program are provided to the student.

### Questions?

For any questions regarding this or any other program or course offered by The FADE Institute, please do not hesitate to contact our staff at (916) 358-3825 at any time or email us at [office@theFADE.org](mailto:office@theFADE.org) to schedule an appointment to meet with our staff and review your educational options.