



# School Catalog

## 2016-2017



This catalog is true and correct in content and policy.

## **A LETTER FROM THE CAMPUS CO-DIRECTOR**

**Dear Student,**

*Welcome to The New York School for Medical and Dental Assistants!*

The decision you have made to continue your education with the hope of preparing yourself for employment and promotion in the healthcare world is a wise and realistic one. Our school exists to equip you with the necessary knowledge, skills and opportunity for personal growth.

The school's administration, faculty and staff will help you in every way possible to make your school experience pleasant and enriching. We will prepare you to experience success in your endeavors. However, the burden of responsibility is yours. Accept it with enthusiasm; approach it with all of your talents and effort; work at it with perseverance.

Take advantage of all the facilities and resources the school has to offer. Make the most of this opportunity and you will be making the most of yourself.

Sincerely,

**D. Clinton Arnaboldi**

D. Clinton Arnaboldi

**Douglas K. Jordan**

Douglas K. Jordan

## **TABLE OF CONTENTS**

History.....	Page 2
Accreditation.....	Page 3
<b>General Information</b>	
Mission, Goals, and Objectives.....	Page 4
Accreditation, Certification, and Membership.....	Page 5
Location and Facilities.....	Page 6
School Hours.....	Page 6
Career Placement and Procedures.....	Page 7
New York State Placement and Retention.....	Pages 8-12
<b>Academic Calendar and Schedules</b>	
Academic Calendar.....	Page 13
Schedules.....	Page 14
2016 School Calendar.....	Page 15
<b>Programs and Curricula</b>	
Dental Assisting Program and Curricula.....	Pages 16-20
Medical Assistant Program and Curricula.....	Pages 21-23
<b>School Policies</b>	
Admissions Policies.....	Pages 24-26
Immunizations/Vaccinations/Health Records.....	Pages 27-28
Leave of Absence.....	Page 29
Grading.....	Page 29
Satisfactory Progress Requirements.....	Page 29
Attendance Requirements.....	Page 30
Academic Probation and Academic Dismissal.....	Pages 30-31
Student Services.....	Pages 32-33
Student Conduct.....	Page 34
Internal Complaint Procedures.....	Pages 35-36
Family Education Rights and Privacy.....	Pages 37-38
Disclaimers.....	Page 38
<b>Financial Aid</b>	
Eligibility.....	Pages 39-40
Financial Aid Programs.....	Pages 40-41
Financial Aid Policies.....	Pages 42-43
Cancellation and Refund Policy.....	Pages 44-46
<b>Tuition and Program Fees</b>	
Tuition.....	Page 47
Other Fees and Expenses.....	Pages 48-49
Department of Veterans Affairs and ACCES Information.....	Page 50
<b>Faculty, Corporate Officers, and Administration</b>	
Faculty.....	Page 51
Corporate Officers and Administration.....	Page 52
Statement of Ownership.....	Page 53



## HISTORY

The New York School for Medical and Dental Assistants (NYSMDA) was incorporated on November 25, 1966 and opened its doors to training students at its facility in Forest Hills, New York in April of 1967.

NYSMDA first earned accreditation in 1973 from the National Association of Trade and Technical Schools, since renamed The Accrediting Commission of Career Schools and Colleges (ACCSC). Since 1993, the school has been managed by CLIDO, Inc., which is owned by D. Clinton Arnaboldi and Douglas K. Jordan. In addition to their roles as Co-Chairmen, Mr. Arnaboldi and Mr. Jordan are actively involved in the day-to-day operations as the school's directors.

In January of 2005, the school moved from its Forest Hills location to its present location. In moving to a much larger and more modern facility, the school was able to provide its students with much quieter and spacious classrooms. The new facility also enabled the school to provide a private work area for each of its instructors away from the classroom. The school was also able to provide each student with his or her own locker.

In May of 2012, NYSMDA acquired the assets of the American Institute of Clinical Massage in Post Falls, Idaho. In August of 2012 ACCSC recognized the American Institute of Clinical Massage as a branch campus of NYSMDA.

In August of 2015, the Office of the Professions (OP) approved NYSMDA's Dental Assisting Program as a New York State licensure qualifying program. The first licensure qualifying class started in January of 2016.

## **ACCREDITATION**

NYSMDA is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). The accrediting commission's address is:

**ACCSC**  
2101 Wilson Blvd. Suite 302  
Arlington, VA 22201  
Phone: (703) 247-4212  
[www.accsc.org](http://www.accsc.org)



Comparable program information related to tuition, fees and program lengths may be obtained by contacting the accrediting commission listed above.

## **Approvals**

NYSMDA is licensed by the New York State Education Department, Bureau of Proprietary School Supervision:

New York State Education Department  
The Office of Adult Career and Continuing Education Services  
Bureau of Proprietary School Supervision  
99 Washington Avenue, Room 1613 OCP Albany, New York 12234  
Phone: (518) 474-3969  
[www.acces.nyses.gov/bpss](http://www.acces.nyses.gov/bpss)



The NYSMDA Dental Assisting Program is a licensure qualifying program approved by the New York State Department of Education (NYSED), under the provisions of Office of the Professions (OP).



## **Branch Campus**

American Institute of Clinical Massage  
4365 Inverness Drive  
Post Falls, Idaho 83854  
Phone: (208)773-5890  
[www.aicm.edu](http://www.aicm.edu)

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**MISSION, GOALS, AND OBJECTIVES****Mission Statement**

NYSMDA is a career-oriented, co-educational institution that believes the basic purpose of education is to prepare one for the highest degree of self-realization through quality education and training necessary to face the complexities of today's society. The mission of the institution lies in its responsibility, to both the students and the community, to provide educational opportunities through short-term programs designed to prepare a student for immediate employment in a chosen field of study upon graduation with an emphasis on serving the needs of the community.

**The New York School for Medical and Dental Assistants and You**

If you want a successful career in the healthcare world with a secure future, our aim is to provide the opportunity for you to obtain your goals. Our concern for your future has determined the kind of institution we are, and is the basis of our unique design of practical education. This includes:

- Teaching those essential subjects which one needs for personal advancement and a successful future.
- Providing day and evening classes which enable students to attend during the hours most convenient to their needs.
- Providing faculty and administrators who are experts in their fields and who are especially sensitive to the needs and desires of each student.
- Providing modern, effective, and efficient equipment, teaching aids and methods, all geared to the realities of the healthcare/business world.
- Providing effective Career Services Assistance to aid students and alumni in their job seeking endeavors.
- Providing support and academic advisement to assist students in coping with educational, vocational and personal concerns.

At NYSMDA, our interest in you is personal. We recognize and encourage each student's ambitions and interests. We are a committed and dedicated institution.

**Goals**

The primary goal of NYSMDA is to provide, within the limits of its resources, full educational access to its career oriented curricula to any and all applicants who demonstrate not only interest, but also the potential for academic success. We are further committed to assisting all entering students in fulfilling their career objectives within the limits of their ability and motivation to attain these objectives and provide those critical supportive services essential to the development of those personal and academic skills necessary to compete successfully in the world of work. Finally, we strive to provide the opportunity for placement in full or part time positions. However, job placement cannot be guaranteed.

In this regard, in order to provide its student population with the best preparation for their chosen careers, NYSMDA has established a commitment to excellence in academic and support services in its educational delivery system.

**Objectives**

NYSMDA has established the following objectives in order to fully implement its goal and to fulfill its commitment to serve not only the student, but the community at large. Our aim is to enrich the student's education through high level training which is essential to meet the demands of modern medical offices, dental offices and clinics in order to achieve the following specific objectives:

1. To provide intensive training in the fields of: Dental Assistant and Medical Assistant.
2. To educate and thoroughly train students for positions as successful employees in the healthcare field.
3. To provide instruction in relevant allied health skills that reflects current techniques.
4. To provide identical academic and support services to both day and evening students.
5. To insure adequate financial support for students with demonstrated need necessary to meet all educationally related expenses within the limits of the school's resources.
6. To provide an environment that is conductive to students' personal and academic development.
7. To assist in the placement of all graduates in satisfying, productive and growth-oriented jobs.

### **Hours of Operation**

NYSMDA is open Monday through Thursday from 8:00 AM -10:00 PM and Fridays from 8:00 AM-6:00PM. Please refer to the Academic Calendar for official dates, holidays, school closings, and other scheduling information.

### **Faculty and Student Body**

NYSMDA'S education starts with its faculty. Our instructors are highly qualified, dedicated and respected educators who are committed to excellence in teaching and servicing our students. Most faculty have advanced degrees and all have relevant work experience. A comprehensive faculty development program ensures that all instructors remain current in their field of expertise and utilize advanced technology and teaching methodologies.

Students who attend NYSMDA are from the five boroughs of New York City and Long Island. The depth of racial, ethnic and socioeconomic backgrounds represented in the student body make NYSMDA a genuinely diverse institution. As a student centered institution, we have a history of providing students with the support and encouragement needed to succeed in their chosen careers.

### **CERTIFICATIONS AND MEMBERSHIPS**

Our programs can lead to membership and certification with the following organizations:

#### *The American Medical Technologists (AMT)*

- Registered Medical Assistant (RMA)
- Registered Dental Assistant (RDA)

#### *National Phlebotomy Association (NPA)*

- Phlebotomy Technician (PT)

#### *National Center for Competency Testing*

- ECG Technician (NCET)
- Medical Assistant ( NCMA)
- Phlebotomy Technician (NCPT)

#### *National Healthcare Association*

- Clinical Medical Assistant

## **LOCATION AND FACILITIES**

The school is located at the following address:

**The New York School for Medical and Dental Assistants**  
**33-10 Queens Boulevard**  
**Long Island City, New York 11101**  
**Tel: (718) 793 2330**

Off Queens Boulevard in Long Island City, the school is situated on a busy, well-travelled area that is easily reachable by subway, bus and car, and is surrounded by many businesses and restaurants. The school's premises consist of ten (10) classrooms and totals approximately 20,500 sq. feet. Classrooms are large, light and airy providing an enjoyable learning environment. The school is air-conditioned to ensure comfort during the hot summer months. Our lecture rooms are equipped with multimedia equipment and have appropriate space and area of study. Our laboratories are complete with work stations, clinical equipment, instruments, and supplies. A maximum number of 30 students are typical for a lecture room and 22 students for a laboratory room. Our student library provides a quiet space to study offering individual student cubicles, internet access, reference books, and periodicals. Individual lockers are also provided to help students store their belongings. In addition, our spacious student lounge allows for students to gather and meet.

### **Directions**

The school is located between 33<sup>rd</sup> and 34<sup>th</sup> Street on the South Side of Queens Boulevard in Long Island City, New York. The number 7 train stops in front of the school's door at the Rawson and 33<sup>rd</sup> Street subway stop. The Q60 bus also stops in front of the school's door at 33<sup>rd</sup> Street. The institution is also within walking distance of the E, G, N, V and W subway trains.

## **SCHOOL HOURS**

The NYNSMDA day begins at 8:00 a.m. and ends at 10:00 p.m. Administrative Office hours are as follows:

<b>Office of Admission</b>	<b>8:30 a.m. – 6:30 p.m.</b>
<b>Office of Financial Aid</b>	<b>9:00 a.m. – 7:00 p.m.</b>
<b>Office of the Registrar</b>	<b>8:30 a.m. – 5:00 p.m.</b>
<b>Office of the Bursar</b>	<b>9:00 a.m. – 5:00 p.m.</b>
<b>Office of Academic Affairs</b>	<b>8:00 a.m. – 8:00 p.m.</b>
<b>Library</b>	<b>10:00 a.m. – 7:00 p.m.</b>
<b>Office of Student Services</b>	<b>10:00 a.m. – 6:00 p.m.</b>
<b>Office of Career Services</b>	<b>9:00 a.m. – 7:00 p.m.</b>

## **CAREER PLACEMENT AND PROCEDURES**

### **Career Placement**

NYSMDA recognizes its responsibilities to assist students in finding gainful employment upon graduation. The Career Services Department will assist students in preparing themselves for entry into the job market. Although employment cannot be guaranteed, the opportunities for qualified, serious students to find jobs are numerous.

Students seeking post-graduation career employment are invited to visit the Career Services Department. All students should become familiar with the office during their enrollment at NYSMDA so they may begin preparing themselves for entry into the job market. The services of the Career Services Department include:

- Interview Techniques and Procedures
- Employment Assistance

The facilities of the NYSMDA Career Services Department are available without charge to students who:

1. Are in good academic standing.
2. Comply with rules, regulations, and procedures of the office and the school.
3. Maintain a satisfactory attendance record.
4. Have satisfied all of their financial obligations with the school.
5. Have proper working papers.

All NYSMDA graduates are invited to return to the school any time they are in need of assistance.

### **Career Placement Procedures**

Students seeking employment should contact the Career Services Department to schedule a conference during which aptitudes, abilities, qualifications, and interests are discussed and assessed. Assistance will be given in arranging for appropriate job interviews as they become available. Special attention is given to matching student skills and interests to job opportunities.

Students who wish to use the Career Services Department should keep in mind that professionalism, personal grooming and neatness, a pleasant cooperative attitude, and the skills and knowledge acquired at NYSMDA contribute to finding and keeping suitable employment. However, please remember that the school cannot guarantee employment to any student or graduate.

### **Program Enrollment, Completion Rates, and Placement Rates**

On the following four pages NYSMDA lists enrollments, completion rates and placement rates for its programs.

# New York State Placement and Retention Report

## ENROLLMENT, COMPLETION RATE, AND PLACEMENT THE NEW YORK SCHOOL FOR MEDICAL AND DENTAL ASSISTANTS

*July 1, 2014 – June 30, 2015*

### Program Name: DENTAL ASSISTING

#### A. Program Enrollment

Full Time	245
Part Time	28
<b>Total</b>	<b>307</b>

#### B. Program Completion Rate

Enrolled	307
Graduated	101
Non Completers	39
Continuing Students	167
<b>Completion Rate</b>	<b>72%</b>

#### C. Placement of Program Completers

Number of Graduates **101**

##### Percent of Graduates Who Are:

1. Employed Related Field	82	81%
2. Employed Slightly Related Field	0	0%
3. Employed Unrelated Field	4	4%
4. In Military	0	0%
5. Seeking Employment	8	8%
6. Pursuing Additional Education	2	2%
7. Unavailable for Employment	0	0%
8. Status Unknown	5	5%

# **New York State Placement and Retention Report**

## **ENROLLMENT, COMPLETION RATE, AND PLACEMENT THE NEW YORK SCHOOL FOR MEDICAL AND DENTAL ASSISTANTS**

*July 1, 2013 – June 30, 2014*

### **Program Name: DENTAL ASSISTING**

#### **D. Program Enrollment**

Full Time	281
Part Time	68
<b>Total</b>	<b>349</b>

#### **E. Program Completion Rate**

Enrolled	349
Graduated	194
Non Completers	42
Continuing Students	113
<b>Completion Rate</b>	<b>82%</b>

#### **F. Placement of Program Completers**

Number of Graduates **194**

##### **Percent of Graduates Who Are:**

9.	Employed Related Field	164	84%
10.	Employed Slightly Related Field	0	0%
11.	Employed Unrelated Field	4	2%
12.	In Military	0	0%
13.	Seeking Employment	15	8%
14.	Pursuing Additional Education	1	1%
15.	Unavailable for Employment	0	0%
16.	Status Unknown	10	5%

# New York State Placement and Retention Report

## ENROLLMENT, COMPLETION RATE, AND PLACEMENT THE NEW YORK SCHOOL FOR MEDICAL AND DENTAL ASSISTANTS

*July 1, 2014 – June 30, 2015*

### Program Name: MEDICAL ASSISTANT

#### A. Program Enrollment

Full Time	232
Part Time	58
<b>Total</b>	<b>290</b>

#### B. Program Completion Rate

Enrolled	290
Graduated	121
Non Completers	38
Continuing Students	131
<b>Completion Rate</b>	<b>76%</b>

#### C. Placement of Program Completers

Number of Graduates	<b>121</b>
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##### Percent of Graduates Who Are:

1. Employed Related Field	96	79%
2. Employed Slightly Related Field	0	0%
3. Employed Unrelated Field	4	3%
4. In Military	0	0%
5. Seeking Employment	18	15%
6. Pursuing Additional Education	0	0%
7. Unavailable for Employment	0	0%
8. Status Unknown	3	3%

# **New York State Placement and Retention Report**

## **ENROLLMENT, COMPLETION RATE, AND PLACEMENT THE NEW YORK SCHOOL FOR MEDICAL AND DENTAL ASSISTANTS**

*July 1, 2013 – June 30, 2014*

### **Program Name: MEDICAL ASSISTANT**

#### **D. Program Enrollment**

Full Time	237
Part Time	54
<b>Total</b>	<b>291</b>

#### **E. Program Completion Rate**

Enrolled	291
Graduated	159
Non Completers	34
Continuing Students	98
<b>Completion Rate</b>	<b>82%</b>

#### **F. Placement of Program Completers**

Number of Graduates	<b>159</b>
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##### **Percent of Graduates Who Are:**

9. Employed Related Field	133	84%
10. Employed Slightly Related Field	0	0%
11. Employed Unrelated Field	2	1%
12. In Military	0	0%
13. Seeking Employment	20	12%
14. Pursuing Additional Education	0	0%
15. Unavailable for Employment	1	1%
16. Status Unknown	3	2%

**Based on Student-Right-to Know Disclosures**

80.1 % (334 of 417) of NYSMDA's first time students  
who started between 09/01/13 – 08/31/14  
graduated from the school.



## **ACADEMIC CALENDAR AND SCHEDULES**

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### **ACADEMIC CALENDAR**

#### **Winter 2016**

January 2	New Year's Day Observed – No Classes
<b>January 5</b>	<b>Winter Session - Day Classes Begin</b>

#### **Spring 2016**

January 16	Martin Luther King Jr. Day - No Classes
February 20	President's Day - No Classes
<b>February 27</b>	<b>Spring Session I – Day Classes Begin</b>
<b>March 7</b>	<b>Spring Session I – Evening Classes Begin</b>
April 10 - 14	Spring Break - No Classes
<b>April 24</b>	<b>Spring Session II - Day Classes Begin</b>
May 29	Memorial Day – No Classes

#### **Summer 2016**

<b>June 12</b>	<b>Summer Session I – Day Classes Begin</b>
July 4	Independence Day – No Classes
<b>July 5</b>	<b>Summer Session II – Evening Classes Begin</b>
<b>July 28</b>	<b>Summer Session II – Day Classes Begin</b>

#### **Fall 2016**

September 4	Labor Day - No Classes
<b>September 14</b>	<b>Fall Session I – Day Classes Begin</b>
September 21	Rosh Hashanah - No Classes
October 9	Columbus Day - No Classes
<b>October 30</b>	<b>Fall Session II – Evening Classes Begin</b>
<b>November 2</b>	<b>Fall Session II – Day Classes Begin</b>
November 23 - 24	Thanksgiving – No Classes
December 22 – 29	Winter Holiday Break – No Classes

## **SCHEDULES**

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### **Dental Assisting Program**

<b>START DATE</b>	<b>GRADUATION DATE</b>		
	<b>Day</b>	<b>Afternoon</b>	<b>Evening</b>
	<b>8am-1pm / 10am-3pm</b>	<b>1pm-6pm</b>	<b>6pm-10pm</b>
1/05/2017		11/01/2017	
2/27/2017		12/20/2017	
2/27/2017			12/20/2017
3/07/2017			3/01/2018
4/24/2017		2/21/2018	
6/12/2017			4/11/2018
7/05/2017			6/28/2018
7/28/2017		6/07/2018	
9/14/2017		7/25/2018	
10/30/2017			7/25/2018
11/02/2017		9/12/2018	
			10/24/2018

### **Medical Assistant Program**

<b>START DATE</b>	<b>GRADUATION DATE</b>		
	<b>Day</b>	<b>Afternoon</b>	<b>Evening</b>
	<b>8am – 1pm / 10am-3pm</b>	<b>1pm-6pm</b>	<b>6pm-10pm</b>
1/05/2017		11/01/2017	
2/27/2017		12/20/2017	
3/07/2017			12/20/2017
4/24/2017		2/21/2018	
6/12/2017		4/11/2018	
7/05/2017			4/11/2018
7/28/2017		6/07/2018	
9/14/2017		7/25/2018	
10/30/2017			7/25/2018
11/02/2017		9/12/2018	
			10/24/2018



33-10 Queens Boulevard, Long Island City, New York 11101  
Telephone: 718 793-2330 Fax: 718 793-0619

## 2017 Academic School Calendar

*Classes will not be held on the following holidays*

New Year's Day Observed	January 2 <sup>nd</sup>
Martin Luther King Jr. Day	January 16 <sup>th</sup>
President's Day	February 20 <sup>th</sup>
Spring Break	April 10 <sup>th</sup> - April 14 <sup>th</sup>
Memorial Day	May 29 <sup>th</sup>
Independence Day	July 4 <sup>th</sup>
Labor Day	September 4 <sup>th</sup>
Rosh Hashanah	September 21 <sup>st</sup>
Columbus Day	October 9 <sup>th</sup>
Thanksgiving	November 23 <sup>rd</sup> – November 24 <sup>th</sup>
Winter Holiday Break	December 25 <sup>th</sup> – December 29 <sup>th</sup>

**DENTAL ASSISTING  
CERTIFICATE PROGRAM  
(NEW YORK STATE LICENSURE QUALIFYING)  
(900 HOURS)**

Theory Hours.....	435
Skill Development Hours .....	165
Clinical Externship .....	300

**PROGRAM OBJECTIVES:**

The NYSMDA Dental Assisting licensure-qualifying program includes patient care, experiences in a fully-equipped, on-site facility and externship experiences in clinics and dental offices. This program trains you in all aspects of working with a dentist, including patient care, office and laboratory duties. Our balance of hands-on experience with classroom instruction covers all aspects of dental assisting skills and related theory. Whether you use your dental assistant training for a career in back office patient care or in an administrative capacity, you are well prepared at the program's completion. As a dental assistant, you will prepare patients to see the dentist, assist the dentist with back office patient care and care for the treatment room and instruments, including all infection control procedures. You will be responsible for taking and processing dental x-rays, performing basic laboratory procedures and providing patient education.

Dental Assistants are employed in fulfilling careers at places such as: dental offices, dental clinics, private and government hospitals, state and local public health departments, dental schools, and dental laboratories. This program offers modern, hands-on training with our well-equipped dental labs. You will learn skills such as patient education, back office patient care assisting, laboratory procedures and front office management. Dental Assistants are highly valued by the dental profession and have a choice of work environments from private offices to hospitals and clinics. They are involved in a variety of duties including managing the front office, preparing the patient, taking radiographs, and mixing dental materials. Now with expanded functions, they not only assist Chairside, but perform certain procedures in the mouth.

## **DENTAL ASSISTING**

### **CURRICULAR COMPONENTS AND HOURS**

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#### *General Requirements*

CS 108 Computer Applications.....	45 clock hours
GS 100 Career Counseling Seminar.....	30 clock hours
PSY 101 Introduction to Psychology.....	45 clock hours
HS 105 Nutrition and Health Education.....	45 clock hours

#### *Major Requirements*

DA 110 Oral Anatomy and Physiology.....	45 clock hours
DA 115 Dental Materials.....	45 clock hours
DA 120 Microbiology/Infection Control.....	30 clock hours
DA 125 Introduction to Chairside Assisting.....	60 clock hours
DA 130 Dental Practice Management.....	45 clock hours
DA 140 Pharmacology and Dental Emergencies.....	45 clock hours
DA 180 Dental Radiology I.....	60 clock hours
DA 200 Dental Radiology II.....	45 clock hours
DA 220 Dental Specialties Procedures.....	60 clock hours
DA 240/245 Clinical Externship I and II.....	300 clock hours

Academic continuation in the Dental Assisting program requires:

1. Training in Cardiopulmonary Resuscitation (CPR) is required before DA240 and DA245. If student does not pass CPR training, he/she will not attend DA240 and DA245.
2. A grade of “C+” or better is required to pass DA120, DA125, DA180, DA200 and DA220. If student obtains a grade lower than ‘C+’, he/she must retake the course.
3. Students must retake any major requirement Dental Assisting courses in which he/she received a grade lower than “C”.

## **DENTAL ASSISTING COURSE DESCRIPTIONS**

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**CS108 COMPUTER APPLICATIONS.....45**

This course focuses on the basic overview of computer concepts, including hardware and software. The students will learn Microsoft Office, and its components: Microsoft Word, Excel, PowerPoint, Access, and Outlook. In addition, students will learn how to effectively navigate through the internet to construct complex searches to find specific information.

**DA110 ORAL ANATOMY & PHYSIOLOGY.....45**

In this course, the student will have the opportunity to learn about body planes and body directions, body cavities, body regions, and structural units of the human body as well as learning about the body systems and related diseases. In addition, the student will learn about teeth histology and its development during embryonic and fetal periods. Also, the students will learn about head and neck anatomy including anatomical parts of the upper and lower jaws. The students will learn about tooth morphology and its anomalies.

**DA115 DENTAL MATERIALS.....45**

This course focuses on the nature, qualities, and composition of modern dental materials, their manipulation, and how this assists the dental assistant in professional duties. The primary goal of this course is to enhance the student's ability to make clinical judgments regarding the use and care of dental materials, based on how they react in the oral environment. Topics include: dental material standards; dental material properties; direct and indirect restorative dental materials; preventive dental agents; impression materials; gypsum products; mouth guards and whitening systems; dental bases, cements, and liners; temporary restorations; polishing procedures for dental restorations; fixed and removable dental prostheses; sealants; implants; adjunct dental materials; and quality assurance for dental materials.

**DA120 MICROBIOLOGY AND INFECTION CONTROL.....30**

This course is designed to prepare the student in all aspects of preventing disease transmission in the work environment. Emphasis is placed on knowledge of the infectious process, the use of barrier, sterilization techniques and disinfection. The students will learn the different characteristics of bacteria, protozoa, yeasts, molds and viruses. The students will also learn the different routes of disease transmission, infection control procedures, disinfection techniques and sterilization techniques, as well as proper personal protective equipment (PPE). In addition, students will also learn about OSHA guidelines and standards and policies on the bloodborne pathogens and the hazardous materials guidelines.

**DA125 INTRODUCTION TO CHAIRSIDE ASSISTING.....60**

***PREREQ: DA110, DA115 and DA120***

This course provides didactic and laboratory instruction in all aspects of Chairside assisting, including pre-clinical knowledge and entry level skills, advancing to the application of theoretical knowledge and principles of restorative dentistry. Content and skills will progress in relation to the complexity of the procedures and, accordingly, the student gains practical experience. The theoretical and practical content of this course includes: four-handed techniques; use and care of dental equipment; practical application of sterilization and disinfection techniques; basic hand and rotary instruments; and assisting with preliminary and restorative procedures.

**DA130 DENTAL PRACTICE MANAGEMENT.....45**

***PREREQ: CS108***

This course provides instruction both in didactic and practical application of the skills and responsibilities of a dental office administrative assistant. This course helps to prepare students for the job market and emphasizes dental office practice management, financial management and accounting. Students will also be introduced to computerized office management through Dentrix. Students will also learn the importance of law and ethics. Classroom discussion topics will include: laws for health professionals, the requirements to practice medicine, legal liabilities of the profession, importance of medico-legal consent forms, medical records, documentation/record keeping and cultural differences.

DA140 PHARMACOLOGY AND DENTAL EMERGENCIES .....	45
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*PREREQ: DA110 and CPR*

This course is designed to teach students to identify medical and dental emergencies in the dental office. The focus is on pharmacology and its mechanics of how drugs work within the body and the DA's responsibility to obtain an accurate medical history from patients and carefully document both prescription drugs and those purchased over the counter. Students will also learn about treatments of local and topical anesthesia, indications and contraindications and anesthetic agents.

DA180 DENTAL RADIOLOGY I.....	60
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*PREREQ: DA110 and DA120*

This course encompasses the didactic, preclinical and clinical instruction in radiation. The instruction progresses from a practical explanation of the physics of radiation production to the technique, focusing on paralleling and bisecting techniques. All aspects of developing and mounting x-rays are thoroughly covered. Manikins are utilized to allow students to achieve consistent proficiency prior to accepting outpatients. In addition, the students will have the opportunity to learn about dental radiography and equipment, as well as safety and infection prevention related to taking and processing dental x-rays. The students will learn about digital and manual radiology and processing and developing dental images, as well as mounting and evaluating radiographs. The final portion of this course will be dedicated to clinical radiography on simulated manikins.

DA200 DENTAL RADIOLOGY II.....	45
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*PREREQ: DA180*

In this continuation course of Radiology I, the students will be able to take, process, and develop radiographs on simulated manikins utilizing all techniques of dental radiology including: Parallel, Bitewing, Bisecting, and Occlusal techniques. They will also learn to identify imaging errors. The students will be able to apply their skills and knowledge by practicing on one another.

DA220 DENTAL SPECIALTIES PROCEDURES.....	60
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*PREREQ: DA125*

This course focuses on Chairside assisting with dental specialty procedures. Topics include: prosthodontic procedures (fixed and removable); orthodontics; pediatric dentistry; periodontic procedures; oral and maxillofacial surgery procedures; endodontic procedures; management of dental office emergencies; and medically compromised patients.

DA240/245 CLINICAL EXTERNSHIP I AND II.....	300
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Field experience under the supervision of a cooperating employer and the school. Students will be able to apply the knowledge and skills they have gained within the classroom.

GS100 CAREER COUNSELING SEMINAR.....	30
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This course focuses on refining interpersonal communication skills, resume techniques, proper dialogue, interview attire and developing job search skills. The student is more prepared to enter the job market and achieve his/her career in the dental assisting field.

HS105 (ALH105) NUTRITION AND HEALTH EDUCATION .....	45
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This course focuses on diet related health problems due to improper nutrition among diverse populations. Other topics include: the human digestive system and its functionality; each level of the food pyramid; diet planning, macronutrients, vitamins and minerals, health-fitness, life span nutrition and food safety. Further, students will learn to communicate the importance of developing effective strategies for improving nutrition and physical activity.

**PSY101 INTRODUCTION TO PSYCHOLOGY.....45**

This course focuses on the fundamentals of animal and human behavior, with an emphasis placed on human behavior. Topics include concepts of learning, perception, intelligence measurement, personality structure, behavioral disorders, human development, social pressures and research methods.

**MEDICAL ASSISTANT  
CERTIFICATE PROGRAM  
(900 HOURS)**

Theory Hours.....	405
Skill Development Hours.....	220
Clinical Externship.....	275

**PROGRAM OBJECTIVES:**

This program provides our students with the knowledge and clinical skills necessary to become a Certified Medical Assistant and to enter the allied health field prepared for many opportunities.

In addition to their clinical skills, students learn psychology, healthcare law, healthcare ethics, medical office administration, medical billing and coding and career skills to advance their professional development.

Skills are learned and practiced under supervision of seasoned instructors leading to their last course, the supervised clinical externship. In externship, students are placed in medical practices, hospitals or clinical facilities to demonstrate their skills and professionalism on patients.

**MEDICAL ASSISTANT  
CURRICULAR COMPONENTS AND HOURS**

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*Major Core Requirements*

ALH 110 Healthcare Law and Ethics.....	45 clock hours
BIO 110 Anatomy & Physiology I.....	60 clock hours
BIO 210 Anatomy & Physiology II.....	60 clock hours
BIO 220 Introduction to Pharmacology.....	45 clock hours
CS 108 Computer Applications.....	45 clock hours
GS 100 Career Counseling Seminar.....	15 clock hours
MA 100 Treatment Room Procedures I.....	45 clock hours
MA 105 Medical Terminology.....	15 clock hours
MA 110 Treatment Room Procedures II.....	50 clock hours
MA 115 Medical Office Administration.....	30 clock hours
MA 118 Principles of Health Insurance and Electronic Health Records (EHR).....	45 clock hours
MA 125 Electrocardiography (EKG).....	55 clock hours
MA 215 Laboratory Techniques.....	70 clock hours
MA 220 Clinical Externship.....	275 clock hours
PSY 101 Introduction to Psychology.....	45 clock hours

## **MEDICAL ASSISTANT COURSE DESCRIPTION**

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**ALH110 HEALTHCARE LAW AND ETHICS.....45**

This course focuses on the basic principles and applications of law, ethics and bioethics as they relate to the healthcare field. Topics include: legal terminology, consent forms, contracts, physician/patient relationships, professional liability and various medical issues. Professional, legal and ethical responsibilities are also emphasized.

**BIO110/210 ANATOMY & PHYSIOLOGY I & II.....120**

These courses thoroughly instruct students on the structure and function of the human body. Cells, tissues, organs, and organ systems are discussed in health and disease. Each organ system is discussed in depth focusing on the practice of medical assisting. Health and medical problems common to each organ or system which may be encountered in the medical setting are introduced.

**BIO220 INTRODUCTION TO PHARMACOLOGY.....45**

This course covers the medicines most commonly encountered in the healthcare setting. The science of each drug's action is instructed, including the indications, contraindications, half-life, administration and dosages. Topics include the roles and responsibilities of the medical assistant in safely administering medications within a legal/ethical framework.

**CS108 COMPUTER APPLICATIONS.....45**

This course focuses on the basic overview of computer concepts, including hardware and software. The students will learn Microsoft Office, and its components: Microsoft Word, Excel, PowerPoint, Access, and Outlook. In addition, students will learn how to effectively navigate the internet to construct complex searches to find specific information.

**GS100 CAREER COUNSELING.....15**

This course focuses on developing the student's career success skills. The students will learn interpersonal communication skills, résumé techniques, networking, interview attire and developing job search skills for professional advancement.

**MA100/110 TREATMENT ROOM PROCEDURES I & II.....95**

Both lecture and hands-on clinical exercises allow the student to gain expertise in clinical medical assisting skills such as vital signs, emergency procedures, sterilization techniques, and specialized office procedures. Common medical instruments and equipment are introduced and used and care of these items is demonstrated.

**MA105 MEDICAL TERMINOLOGY.....15**

This course goes through the body systems instructing students in the language used in medical settings. Anatomy, medical specialists, medical tests, procedures and other common terms are instructed.

**MA115 MEDICAL OFFICE ADMINISTRATION.....30**

This course instructs the students on the many laws, statutes, and normal business practices which apply to the medical office setting. This includes medical law and ethics, medical records laws, effective communication skills, appointment scheduling, financial and supplies management and organizing the office.

**MA118 PRINCIPLES OF HEALTH INSURANCE and EHR.....45**

This course covers the principles of health insurance and Electronic Health Records necessary to perform the duties of the Medical Assistant. Students learn the basics of the United States health insurance system, including Medicaid, Medicare, Affordable Care Act, and third party insurers. The International Classification of Diseases and Disorders (ICD) and Current Procedural Techniques (CPT) for reimbursement are covered. Patient confidentiality and the Electronic Health Record are covered in detail.

MA125 ELECTROCARDIOGRAPHY (EKG).....	55
Lecture and laboratory allows the student to learn and demonstrate proficiency in performing electrocardiographs ECG/EKG) on all patients and care of the equipment.	
MA215 LABORATORY TECHNIQUES.....	70
This course focuses on accessing patient specimens to perform needed tests. Intravenous access for blood drawing (phlebotomy) and the tests that are performed on venous blood are instructed, as are capillary blood tests. Urinalysis tests are also performed.	
MA220 SUPERVISED CLINICAL EXTERNSHIP.....	275
This course is the culmination of education and training and includes the student being placed in an off-campus clinical medical facility. Working under the direct supervision of a physician, clinic supervisor, or office manager, the student demonstrates their proficiency in clinical skills, as well as professional conduct and communications.	
PSY101 INTRODUCTION TO PSYCHOLOGY.....	45
This course focuses on the fundamentals of human behavior. The major psychological theories of behavior, education, and interaction are discussed in detail, as well as common psychological disorders seen in medical practice.	

## **ADMISSIONS POLICIES**

Within the limits of its ability and resources, it is the policy of The New York School for Medical and Dental Assistants to accept all qualified applicants for admission, whose credentials demonstrate that they have the interest, ability, and potential to successfully complete appropriate requirements for the course of study selected and have a reasonable likelihood of finding employment in their chosen field. The school does not discriminate based on ethnicity, creed, gender, sexual orientation, age, political affiliation, national origin or disability.

All applicants must visit the Office of Admissions to meet with an admissions representative to complete an Application for Admission. Admissions interviews will be scheduled to discuss the various options which are available. In order to provide each applicant with the best information possible with which to make a well informed decision to attend NYSMDA, the applicant will be fully apprised of program requirements, supportive services, class schedules and the registration procedures.

For information about our graduation rates, placement rates and median debt of students who completed the program, and for other important information, please visit our website for our dental assisting program at:

[http://www.sofizadesign.com/dental\\_gedt/Gedt-dental.html](http://www.sofizadesign.com/dental_gedt/Gedt-dental.html)

For information about our graduation rates, placement rates and median debt of students who completed the program, and for other important information, please visit our website for our medical assistant program at:

[http://www.sofizadesign.com/medical\\_gedt/Gedt-medical.html](http://www.sofizadesign.com/medical_gedt/Gedt-medical.html)

Each student should review the approved catalog and the school's website for factual information.

### **Admissions Principles of Good Practice**

The New York School for Medical and Dental Assistants and its employees are dedicated to the pursuit of higher education and believe in the dignity, worth, and potential of each student. The school and its admissions staff subscribe to the following Admissions Principles of Good Practice:

- ◊ Admissions personnel will make protecting the best interests of all students a primary concern in the admission process by subscribing to and practicing ethical behavior.
- ◊ Admissions personnel will evaluate students on the basis of their individual qualifications and strive for inclusion of all members of society in the admissions process.
- ◊ Admissions personnel will provide accurate information to students, encouraging all students to participate in the process and act responsibly.
- ◊ Admissions personnel will honor students' decisions regarding where they apply and choose to enroll.
- ◊ Admissions personnel will be ethical and respectful in their counseling, recruiting and enrollment practices.

- ◊ Admissions personnel, through their interactions with the Financial Aid Office, will strive to provide equal access for qualified students through education about the financial aid process.
- ◊ Admissions personnel will abide by local, state and federal laws regarding the treatment of students and confidential information.
- ◊ Admissions personnel will develop a set of admissions-related definitions and deadlines.
- ◊ Admissions personnel believe our profession is based upon trust, mutual respect, and honesty with one another and with students.
- ◊ Admissions personnel are committed to educating students and their families about the transition to and within postsecondary education.

In addition, the Admissions staff will:

- ◊ Accurately represent and promote our school.
- ◊ Not disparage competitors.
- ◊ Not offer or accept any rewards or remuneration from a secondary school, agency or organization for recruitment or placement of students.
- ◊ Be responsible for compliance with applicable laws and regulations with respect to the students' rights to privacy.
- ◊ Not publicly announce the amount of need-based aid awarded to any student without his/her permission.
- ◊ Not guarantee admission or financial aid prior to an application being submitted.
- ◊ Send and receive information about candidates in confidence.
- ◊ Be responsible for ensuring the accurate representation and promotion of the institution in recruitment materials, presentations, and scholarship materials.

### **Admissions Requirements**

The qualified applicant must document that they possess a high school diploma or G.E.D. Applicants must be 18 years of age or older. The school will not accept applicants who do not have the basic aptitude to do well.

### **Late Starts**

Students are allowed to start a course late only if they receive special permission from the Director of Admissions, the Campus Director or one of the school's Directors. Under no circumstances will a student be allowed to start after the first day of the second week.

## **Admissions Procedures**

- Applicants must complete and submit an Application for Admissions.
- Applicants must document proof of a high school diploma or GED.
- The applicant must have a personal interview with a representative of the Admissions Department.
- All necessary forms must be completed.
- The Registration Fee is to be paid by the applicant. The fee is refundable according to guidelines in the Enrollment Agreement.
- Each time a student enrolls they are charged the registration fee. A student will be charged a registration fee for each unique enrollment.

## **Policy for Granting Credit for Previous Education and Training**

NYSMDA does not grant any credit towards a certificate for previous education or training, unless specifically approved at the sole discretion of the Campus Director and the Directors of the school.

## **Foreign Students**

Applicants with a foreign diploma will be required to submit to the Admissions Department their original academic credential for evaluation and translation along with a non-refundable fee of \$135. To be accepted into the program, the evaluation has to be at least equivalent to a United States High School Diploma. Such applicants must also be proficient in English.

## **Readmissions**

Students who are withdrawn or terminated from school are entitled to apply for readmission. Students who apply for readmission must fill out a Readmission Application. A Readmission Application may be obtained by contacting the Campus Director. In this application the student must explain the reasons they were unable to complete the program on their first attempt and also explain why their circumstances have changed so that they will be able to successfully complete the program. Readmission Applications must be submitted to either the Campus Director, unless the readmission is only for the clinical externship portion of the program; in this case, the Director of Career Services may also accept the application. For a Readmission Application to be approved, the school must be convinced that the student's circumstances that led to withdrawal from school have changed and that they will be able to successfully complete the program. The student is encouraged to submit whatever documentation he or she has to support the application. The timing of readmission may affect financial aid awards.

- Students in good academic and financial standing who officially withdrew are required to apply for readmission prior to registration.
- Students who were not in good financial standing at the time of the withdrawal may apply for readmission only after the money due to the School has been paid.
- Students who failed to notify the School officially of the intent to withdraw must petition the Campus director in writing for readmission and receive approval from the Director of Financial Aid.

## **IMMUNIZATIONS/VACCINATIONS/HEALTH RECORDS**

### **MMR - Measles, Mumps and Rubella**

Students born on or after January 1, 1957 must submit proof of receiving vaccination, or immunity, to mumps, measles and rubella no later than thirty (30) days from the start of the program. Students may be dismissed from class if they fail to provide this proof of immunity in a timely manner.

#### **Measles**

The student must submit proof of receiving two doses of live measles vaccine: the first dose given no more than four (4) days prior to the student's first birthday and the second at least 28 days after the first dose; **or**

The student must submit serological proof of immunity to measles. This means the demonstration of measles antibodies through a blood test performed by an approved medical laboratory; **or**

The student must submit a statement from the diagnosing physician, physician assistant or nurse practitioner that the student has had the measles disease.

#### **Mumps**

The student must submit proof of receiving one dose of live mumps vaccine given no more than four (4) days prior to the student's first birthday; **or**

The student must submit serological proof of immunity to mumps. This means the demonstration of mumps antibodies through a blood test performed by an approved medical laboratory; **or**

The student must submit a statement from the diagnosing physician, physician assistant or nurse practitioner that the student has had mumps disease.

#### **Rubella**

The student must submit proof of receiving one dose of live rubella vaccine given no more than four (4) days prior to the student's first birthday; **or**

The student must submit serological proof of immunity to rubella. This means the demonstration of rubella antibodies through a blood test performed by an approved medical laboratory.

#### **Meningococcal Disease**

If the student has been immunized for meningitis, then evidence must be provided to the school. If a student has not been vaccinated for meningitis, and will not undergo such a vaccination, the student must sign documentation stating that they have been provided information regarding the disease and have elected not to be immunized.

Students may be dismissed from class if they fail to provide this documentation within thirty (30) days of the start of the program.

*Immunization/Vaccinations/Health Records requirements continued on the next page.*

### **Purified Protein Derivative (PPD) - Current with Negative result**

Within thirty (30) days of starting the program students must have either a negative result on a PPD test done within one year; **or**

Have a chest x-ray and a current physician's note attesting that the student's chest x-ray demonstrates that he/she does not have tuberculosis; **or**

In cases where the student has a history of testing positive for tuberculosis, the physician must provide a current note about your positive history, any treatment you received and that you are clear of a tuberculosis (TB) infection; **or**

Have a QuantiFERON - TB Gold Blood test performed, within one year, with a negative result.

The PPD test is implanted into your arm and you must return 48 hours after implantation for a professional reading of the PPD skin test. The PPD skin test is a method used to diagnose silent (latent) tuberculosis (TB) infection or exposure to the infection.

Failure to submit this documentation in a timely manner may result in dismissal from class.

### **Hepatitis B Inoculations**

A student who has received Hepatitis B vaccinations within the previous ten years must provide the school with proof that three (3) doses of Hepatitis B Vaccine were administered.

A student who has received Hepatitis B vaccinations greater than ten years ago must submit serological proof of continued immunity to Hepatitis B, with a lab report indicating that the student is immune to Hepatitis B infection.

A student who has never received the Hepatitis B vaccination must submit proof of receiving the first vaccination dose within the first thirty days of enrollment, and the last dose must be administered prior to the start of the externship.

Failure to submit this documentation in a timely manner may result in dismissal from class.

### **Attendance Requirements**

A student who is more than ten minutes late to a class will be considered absent for the first hour of the class. Students must make up class work for all absences of 10% or more of scheduled class hours. Students failing to make up such class work will not be awarded a Certificate. Repeated absenteeism (a total of 10% or more from scheduled class hours) is considered unsatisfactory attendance and may be cause for a student's dismissal.

## **LEAVE OF ABSENCE**

In some cases, a student may arrange to leave school temporarily with the intention of resuming the program at a later date. The student must fill out and sign a Leave of Absence Request Form. This form should be presented to one of the school's Directors. The Director will either accept or reject the student's request. Under no circumstances will a Leave of Absence be granted for a period in excess of 180 days. If a student is granted more than one leave of absence then the total number of days in all of the leaves of absences will not exceed 180 days.

If unforeseen circumstances prevent a student from providing a prior written request, the school may grant the student's verbal request, or the school may grant a request from an individual acting on the student's behalf.

If a student does not resume attendance on or before the end of an approved leave of absence, then the student's withdrawal date will be the date of the start of the leave of absence. In this case, the student's 6-month grace period on their student loan is retroactively applied to the beginning of the leave of absence date.

## **GRADING**

The school uses the following breakdown for reporting final grades:

A	4.00	94-100%
A-	3.75	90-93%
B+	3.50	87-89%
B	3.00	84-86%
B-	2.75	80-83%
C+	2.50	77-79%
C	2.00	74-76%
C-	1.75	70-73%
D	1.00	65-69%
F	0.00	Below 65%

## **SATISFACTORY PROGRESS REQUIREMENTS**

In order to make satisfactory progress towards a certificate, a student must both maintain specified grade averages and proceed through the program at a specified minimum pace. Every student's satisfactory progress will be evaluated at the intervals listed below:

### **Evaluation Periods**

- $\frac{1}{4}$  point of the in-school portion of the program
- Midpoint of the in-school portion of the program
- Midpoint of the program
- Completion of the in-school portion of the program

### **Required Grades**

At the end of each evaluation period every student's cumulative grade point average will be evaluated. If the student has less than a 1.5 average, he/she will be deemed to not be making satisfactory progress. Students must achieve a cumulative average of 2.0 to graduate, unless otherwise specified in their individual program's handbook.

## **ATTENDANCE REQUIREMENTS**

In addition to maintaining the grades specified above, students must have attended ninety (90) percent of the scheduled class hours at each evaluation point. If a student has not attended ninety (90) percent of the class hours at one of the evaluation points listed above, then the student will not be deemed to have been making satisfactory progress. However, the student may achieve compliance by attending future regularly scheduled classes so that their attendance meets or exceeds the ninety (90) percent at the evaluation point. For example, if a student in a 900 hour program reaches midpoint (450 hours) the student would have to have attended ninety (90) percent of the class hours or 405 (450\*90%) hours to achieve satisfactory progress. If a student were only in attendance for 395 hours then the student would not be deemed to have achieved satisfactory progress. However, if this student attends an additional 10 hours of regularly scheduled class time then the student would be deemed to have achieved satisfactory progress. Make-up time is also an acceptable way for students to achieve compliance. If a student is not making satisfactory progress at the midpoint of the program, then he or she will not be eligible for the second financial aid disbursement until he or she is in compliance.

### **Appeal Process**

A student may appeal the determination of satisfactory progress and the termination of financial aid to the Campus Director based upon extenuating circumstances. In such cases, the Director may determine that the student is making satisfactory progress towards the certificate despite the failure to conform within the normal timeframe, minimum attendance requirement, or minimum grade averages. The Campus Director's decision is final and not subject to further appeal.

## **ACADEMIC PROBATION AND ACADEMIC DISMISSAL**

Any student who has missed more than twenty percent (20%) of the regularly scheduled class hours (irrespective of make-up time) at any of the four (4) evaluation points will be automatically dismissed. Students must maintain a minimum grade point average of 1.5 after the first 25 percent of the in-school portion of the program. If a student fails to meet this standard then the student must be dismissed unless conditions exist, which in the opinion of the Campus Director, warrant placing the student on academic probation. The term of an academic probation will last for a period of up to one month. The school will dismiss any student who at the end of such academic probation fails to raise his or her average above the required level unless extenuating circumstances exist, which in the opinion of the Campus Director, warrant extending the probation period one additional month. By the end of the in-school portion of the program, the student must have a 2.0 average or the student will be dismissed from the program. Repeated absenteeism (a total of 10% or more of the scheduled class hours) may also be grounds for dismissal. Any student who misses 10 consecutive class days without contacting the school will be automatically dismissed.

### **Incomplete Grades**

The school does not give incomplete grades.

### **Make-up Time**

All students wishing to make up missed hours must schedule time with their primary instructor. Students are required to make-up all work missed within the maximum time frame.

## **Maximum Time Frame**

To remain eligible for federal funds the maximum time frame may not exceed 1.5 times the number of clock hours required to complete the program. Students with course repetitions, or those doing remedial work, are eligible to continue to receive financial aid if the following conditions are met:

1. The student is otherwise making satisfactory progress as defined above.
2. The time needed to make-up and complete the course is within the time frame allowed.

## **Graduation Requirements**

To graduate, each student must attend or make-up at least ninety (90) percent of the scheduled hours in his/her program. Students must also achieve a cumulative average of 2.0 and satisfy their financial obligations to the school.

## **Tutorial Sessions**

Tutorial sessions are available to all students. Arrangements are made through the individual instructors.

## **Clock Hours**

The unit of credit used by the school is clock hours. A clock hour is 50 minutes of instructional time.

## **Uniform**

On the first day of the second week after a class starts, day students will be issued two (2) uniforms and evening students will be issued two (2) lab coats. Both day and evening students will be issued Croc footwear. Students must wear their uniforms and Crocs when in school.

## **Lockers**

Students will be issued lockers on the first day of the second week after a class starts, unless the school does not have any available lockers. In this situation the school will issue the lockers as soon as they become available. Students are not permitted to deface their lockers in any way with writing or stickers.

## **Certificate Award**

The school will award the official certificate specified for each program or course of study when the student has successfully completed the requirements for graduation and all financial obligations have been met.

## **Housing**

The NYSMDA does not have dormitory or housing facilities. Students in need of housing should contact the Student Life Coordinator who will give them recommendation on housing.

## **STUDENT SERVICES**

Student Services is comprised of four main divisions: Academic Support & Advising, Learning Resource Center, Career Services, and Student Activities.

### **Academic Support & Advising**

Academic Support and Advising (ASA) is committed to empower NYSMDA students with the skills needed to achieve their academic goals and develop lifelong learning skills. ASA is dedicated to providing quality guidance, counseling and advocacy services to the students.

Goals of the ASA are:

- To have an open, clear and concise communication between the ASA and faculty to better serve the needs of the student.
- To monitor students' progress and assist them in achieving academic success.
- To provide students with resources and strategies that will assist them in their studies.
- To develop a sense of community amongst the students and faculty.

### **Learning Resource Center**

In collaboration with the Library, the Learning Resource Center (LRC) provides the materials for students to succeed in their programs by helping with tutoring, writing workshops, research assistance, and reference sources. Faculty may refer a student to the LRC for tutorial sessions in the event that a student requires additional academic assistance outside the classroom.

Library Services are delivered through:

- Main Library
- ProQuest and METRO Databases
- NYSMDA Library website

### **Career Services**

The faculty and staff of NYSMDA are committed to assisting students in externship placements and securing the best possible employment opportunities available in their chosen professional career fields. The Office of Career Services develops and maintains close relationships with local employers, many of whom collaborate with NYSMDA.

Students are well prepared for their externship and job search through the variety of completed courses and the Career Counseling Seminar. In the seminar, students learn interviewing skills and specific career-related strategies, and receive peer review.

Thereafter, the Career Services Advisors counsel and advise students through the placement process, record all job leads, develop new employment opportunities, and maintain placement records. In addition, they assist with resume writing, and cover letters.

Recent graduates and alumni are always welcome to return to the Career Services for job search assistance in the future.

## **Student Activities**

The Student Activities program is planned and implemented, in large part, by students being involved in social, cultural, and recreational activities. Those participating have the opportunity to lead, volunteer, and help plan and organize activities outside of the classroom environment.

This responsibility helps students build character, develop greater understanding of others, learn leadership skills, and have a greater sense of their own abilities.

Students who have an interest in becoming student leaders and volunteers to assist in these activities may contact the Student Services Specialist.

Student organized activities include:

- Student Appreciation Picnic
- Fund Raising Events
- Breast Cancer Walk
- Blood Drive
- Graduation
- And More...

## **STUDENT CONDUCT**

All students are expected to act with the dignity, decorum, and professionalism appropriate to the health care community. Without limiting the generality of the forgoing, the following specific rules apply:

1. There shall be no loud, disorderly, violent, indecent behavior or conduct violating any law or regulation.
2. Student dress shall be neat, conservative, and adhere to acceptable standards of cleanliness and uniform code.
3. No student shall use or possess any weapon, alcoholic beverage, or controlled substance (including, narcotics, marijuana, or drugs, unless prescribed by a physician).
4. Students shall use socially acceptable language and conduct themselves in a socially acceptable manner at all times.
5. Students shall give due consideration to the persons and property of their fellow students, the faculty, and the administration at all times.
6. No student shall interfere with the conduct of the affairs of the institution or the educational process.
7. Students shall obey all instructions of faculty and administrative personnel, even if they may disagree with them.
8. Students shall not occupy any facilities without prior permission and shall not block any entrance or exit.
9. Students shall comply with the usual standards of academic conduct. Cheating and plagiarism will not be tolerated.
10. Smoking is not permitted anywhere in the school.
11. Visitors and guests are not permitted without prior permission.
12. Children are not permitted in school.
13. The school reserves the right to take appropriate action with respect to any student who, in its sole judgment, appears to be suffering from an illness or ailment.

## **Disciplinary Procedures**

Any student in violation of any of the rules of student conduct is subject to any or all of the following sanctions:

1. Warning
2. Probation
3. Suspension
4. Expulsion

In all instances where it is practicable and there is no immediate need for imposition of the sanction, no sanction shall be imposed unless the following procedures have been followed:

- The student will receive written notice of the charges against him or her.
- A hearing is held before the Academic Affairs Committee consisting of faculty, students and administrative personnel chosen by the school.
- At the hearing the student may present a written statement or state his or her case orally. The student is entitled to the aid and assistance of a faculty member or administrative person of his or her choosing. The parent or guardian of a minor student may also be present.

The determination of the Academic Affairs Committee shall be final. Any penalty imposed (after a hearing) shall be noted on all appropriate student records. Any disciplinary procedure taken without following the procedures outlined above shall, at the written request of the student, be reviewed in accordance with those procedures. Any student refusing to obey any instruction given as to conduct and/or behavior may be instructed to leave the premises forthwith. Failure to do so shall be grounds for immediate disciplinary action.

If, in the judgment of the administration of the school, continued attendance by the individual charged with misconduct will endanger the safety and well being of the individual and /or members of the school, the above procedures shall be set aside.

## **INTERNAL COMPLAINT PROCEDURES**

Current or former NYSMDA students that have a complaint about any aspect of the school have the right to file a written complaint. The complaint should be addressed in writing to the Campus Director. The Director will investigate the complaint and within one week provide a written response to the complainant of any action taken as a result of the complaint. If the complaint involves the Director, then another school administrator shall investigate and resolve the complaint.

No adverse action will be taken against the student for filing a complaint. If the student is not satisfied with his or her response, then he or she is entitled to file a complaint with either of the following: New York State Education Department or the Accrediting Commission of Career Schools and Colleges.

### **How to File a Complaint with the Accrediting Commission**

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may contact the Accrediting Commission. All complaints considered by the Commission must be in writing and should grant permission for the Commission to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

**Accrediting Commission of Career  
Schools and Colleges  
2101 Wilson Blvd., Suite 302  
Arlington, VA 22201  
(703)247-4212 or [www.accsc.org](http://www.accsc.org)**

A copy of the Commission's Complaint form is available at the school and may be obtained by the director, Clinton Arnaboldi, or online at [www.accsc.org](http://www.accsc.org).

### **The New York State Education Department Complaint Procedure Content of Notice to Be Published by Institutions of Higher Education**

Section 494C(j) of the Higher Education Act of 1965, as amended, provides that a student, faculty member, or any other person who believes he or she has been aggrieved by an institution of higher education has the right to file a written complaint.

In New York State, a complaint may be filed by any person with reason to believe that an institution has acted contrary to its published standards or that conditions at the institution appear to jeopardize the quality of the institution's instructional programs or the general welfare of its students. Any person who believes he or she has been aggrieved by an institution may file a written complaint with the Department within three years of the alleged incident.

## **How to file a Complaint**

1. The person should first try to resolve the complaint directly with the institution by following the internal complaint procedures provided by the institution. An institution of higher education is required to publish its internal complaint procedure in a primary information document such as the catalog or student handbook. (The Department suggests that the complainant keep copies of all correspondence with the institution.)
2. If a person is unable to resolve the complaint with the institution or believed that the institution has not properly addressed the concerns, he or she may send a letter or telephone the Postsecondary Complaint Registry to request a complaint form. Please telephone (212) 643-4760 or write to:

**New York State Education Department  
Postsecondary Complaint Registry  
116 West 32<sup>nd</sup> Street  
New York, NY 10001  
[www.acces.nyses.gov](http://www.acces.nyses.gov)**

3. The Postsecondary Complaint Registry Form should be completed, signed, and sent to the above address. The completed form should indicate the resolution being sought and any efforts that have been made to resolve the complaint through the institution's internal complaint processes. Copies of all relevant documents should be included.
4. After receiving the completed form, the Department will notify the complainant of its receipt and make any necessary request for further information. When appropriate, the Department will also advise the institution that a complaint has been made and, when appropriate, the nature of the complaint. The complainant will also be notified of the name of the evaluator assigned to address the specific complaint. The evaluator may contact the complainant for additional information.
5. The Department will make every effort to address and resolve complaints within ninety days from receipt of the complaint form.

## **Complaint Resolution**

Some complaints may fall within the jurisdiction of an agency or organization other than the State Education Department. These complaints will be referred to the entity with appropriate jurisdiction. When a complaint concerns a matter that falls solely within the jurisdiction of the institution of higher education, the complainant will be notified and the Department will refer the complaint to the institution in question and request that the matter receive a review and response.

Upon conclusion of the Department's complaint review or upon a disposition of the complaint by referral to another agency or organization, or to the institution of higher education, the Department will issue a written notice to the complainant describing the resolution of the complaint. The complainant may contact the Department evaluator directly for follow-up information or for additional assistance.

The complaint form is also available at the school and may be obtained by contacting Clint Arnaboldi/Day Director.

## **FAMILY EDUCATION RIGHTS AND PRIVACY**

### **General Policy**

Under the Authority of the Family Educational Rights and Privacy Act of 1974 (FERPA), students have the right to examine certain files, records, or documents which are maintained by the school pertaining to them. The school must permit students to examine such records within forty-five days after submission of a written request, and to obtain copies of such records upon payment of the cost of reproduction. Students may request the school to amend their education records on the grounds that they are inaccurate, misleading, or in violation of their right of privacy. In the event that the school refuses to amend the records, students may then, after complying with the NYIBT Complaint Procedure, request a hearing.

### **Education Records**

Education records are all files, records, or documents which contain information directly related to the students. Examples are student placement and financial aid files. Such records are maintained by and are in the custody of the school. The only persons allowed access to such records are those who have a legitimate administrative or educational interest.

### **Exemptions**

The following items are exempt from the Act:

- Parent's Confidential Statement, Financial Need Analysis Report, Federal Grants, Student Eligibility Report.
- Confidential letters of recommendations received after 1974. The Act permits students to waive their right of access if the letters are related to admissions, employment, or honors.
- Records about students made by teachers or administrators which are maintained by and accessible only to them.
- School security records.
- Employment records for school employees who are not also current students.
- Records compiled or maintained by physicians, psychiatrists, psychologists, or other recognized professionals or paraprofessionals acting or assisting in such capacities for treatment purposes, and which are available only to the persons providing the treatment.

### **Review of Records**

It is the policy of the school to monitor educational records to insure that they do not contain information which is inaccurate, misleading, or otherwise inappropriate. The school may destroy records that are no longer useful or pertinent to the student's circumstances.

### **Directory Information**

Directory information may be unconditionally released without the consent of the student unless the student has specifically requested the information not be released. The school requires such requests be made in writing to the relevant Department Chair within fifteen (15) days after students start class. Directory information includes: student's name, address(es), telephone number(s), date and place of birth, course of study, extracurricular activities, Diploma(s)/Certification(s) and award(s) received, last school attended, post-graduation employer(s), job title(s), post-graduation job(s), dean's list or equivalent, and dates of attendance.

## **Access without Student Consent**

The school may release student information without students' consent to:

- Other schools which have legitimate interests.
- Other schools where students have applied for admission. In this case, students must be advised that the records are being sent; they may receive a copy, and have an opportunity to review and challenge the records.
- Authorized representatives of the Department of Health, Education and Welfare, or the Comptroller General of the United States.
- State and local authorities where required.
- Accrediting agencies.
- Parents of students who are their dependents for purposes of the Internal Revenue Code. However, the school is not required to release such records.
- Appropriate persons or agencies in connection with student applications for, or receipt of, financial aid.
- Courts in compliance with a court order or subpoena, with appropriate notification to the student.
- Appropriate persons or agencies in the event of a health or safety emergency, where such release without consent is necessary under the circumstances.

In all other cases, the school shall obtain the written consent of the students prior to releasing such information to any person or organization.

## **DISCLAIMERS**

### **Catalog Disclaimers**

The student should be aware that some information in the catalog may change. It is recommended that students considering enrollment check with the school director to determine if there is any change from the information provided in the catalog. In addition, a catalog will contain information on the school's teaching personnel and courses/curricula offered. Please be advised that the State Education Department separately licenses all teaching personnel and independently approves all courses/curricula offered. Therefore, it is possible that courses/curricula listed in the school's catalog may not be approved at the time that a student enrolls in the school/or the teaching personnel listed in the catalog may have changed. It is again recommended that the student check with the school director to determine if there are any changes in the course/curricula offered or the teaching personnel listed in the catalog.

### **Transferability of Credits Disclaimer**

Decisions concerning the acceptance of credits by any institution other than the granting institution are made at the sole discretion of the receiving institution. No representation is made whatsoever concerning the transferability of any credits to any institution.

Students considering continuing their education at or transferring to other institutions must not assume that coursework completed at this school will be accepted for credit by the receiving institution. An institution's accreditation does not guarantee that coursework completed at the institution will be accepted for transfer by any other institution. Students must contact the registrar of the receiving institution to determine what credits, if any, that institution will accept.

## **ELIGIBILITY**

Students not able to meet the cost of their education may apply for financial aid if they have been accepted for admissions or are presently enrolled. The school awards funds according to need, thus making it possible for the greatest number of students, regardless of their financial circumstances, to continue their education. Need is defined as the difference between the student's cost of education and the amount the student's family can afford to pay (known as the Expected Family Contribution).

Need is determined by evaluating the information the applicant fills out on an aid application. Factors such as income, assets, and family size are considered in determining the need for aid. To be eligible for the maximum financial aid available, a student must be enrolled as a full-time student. To receive federal financial aid, the student must:

1. Be a U.S. citizen or have a Permanent Resident Card or an Alien Registration Receipt Card (green card);
2. Not be in default on a National Direct Student Loan, Federal Perkins Loan, Federal Stafford Loan, SLS Loan, Federal Unsubsidized Stafford Loan, or Federal PLUS Loan;
3. Not owe a refund on a Federal Pell Grant or a Federal Supplemental Educational Opportunity Grant.

### **Eligibility Concerning Second Disbursements**

In order to be eligible for a second financial aid disbursement the student must be making satisfactory progress after the Midpoint of the program. Please refer to the school's Satisfactory Progress Policy for a detailed description of the school's Satisfactory Progress Policy.

### **Reinstatement of Financial Aid Eligibility**

A student who has lost eligibility may re-establish eligibility within the award year; payment may be made for any payment period in which the student was making satisfactory progress for any portion of the payment period.

### **Appeals**

Students who wish to appeal the determination that they are not maintaining satisfactory progress must submit an appeal letter to the Campus Director. In cases of extenuating circumstances, special exceptions may be made.

### **Application Procedures**

The purpose of the financial aid program is to provide educational opportunities for all qualified persons. Those students who may require financial assistance to continue their education are urged to apply for financial aid. The primary responsibility for financing a student's education rests with the student and the student's family; however, many families find it impossible to meet the costs of education. In those cases, the Financial Aid Office is ready to help. Students are encouraged to apply for financial aid early in the calendar year because some types of financial aid have limited funding. Please follow the procedures listed below to ensure the proper completion of the application process:

- Enroll and be accepted for admission by the school on at least a half-time basis.
- Complete the current Free Application for Federal Student Aid (FAFSA) according to instructions, with parent's income information and signatures where applicable. If assistance is needed in completing the form, ask one of the school's Financial Aid Officers for assistance.
- Set an appointment with the Financial Aid Officer for a review of these forms and an estimate of the financial aid for which you qualify. Be sure to bring a copy of your tax return and your parent's tax return(s) if applicable (1040, 1040A, or 1040EZ) that can be copied by the Financial Aid Office.
- Notify the Office of Student Financial Aid of any changes that may affect your financial situation.

Once your application for financial aid is complete you are given a Student Financial Plan. This plan will indicate the amount of financial aid awarded from various programs as well as any scheduled cash payments. By signing the Student Financial Plan and returning it to the Financial Aid Office you will be accepting your award. If you would like to have the plan revised you must meet with one of the school's Financial Aid Officers to discuss your options.

Students are responsible for payment of their tuition and fees, even if an application for financial aid has been made.

## **FINANCIAL AID PROGRAMS**

This school is an eligible institution approved for participation in the following programs:

### **Federal Pell Grant**

This grant program is designed to assist students who desire to continue their education beyond high school. Each student is entitled to apply for a Pell Grant. Eligibility is determined by the student's need, the cost of attendance, and the amount of money appropriated by Congress to fund the program. The amount of the grant is determined by a standard formula used by the Department of Education. The funds available to the student will depend on the Expected Family Contribution and cost of attendance.

The Federal Pell Grant makes it possible to provide a "foundation" of financial aid to help defray the cost of education. Students or prospective students may secure a Free Application for Federal Student Aid (FAFSA) from the Financial Aid Office or online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The application may be submitted with the assistance of one of the school's Financial Aid Officers or the student may submit the FAFSA independently online.

### **Federal Supplemental Educational Opportunity Grants (FSEOG)**

This grant is available to undergraduate students with exceptional financial need (with priority given to Federal Pell Grant recipients). The amount of the grant depends on the availability of funds from the U.S. Department of Education. To apply, follow the Application Procedures as stated in the Federal Pell Grant section above.

### **Federal Loan Programs**

Federal Stafford Loans are available through the William D. Ford Federal Direct Loan Program (Direct Loan). The Direct Loan Program offers both subsidized and unsubsidized Stafford Loans. They also offer PLUS Loans for parents of dependent students.

## **Federal Stafford Loans**

Federal Stafford Loans are low-interest loans made to students attending school at least half time. Direct Loan funds come directly from the U.S. Government. All Loans must be repaid. A student's Federal Pell Grant eligibility must be determined before a Federal Stafford Loan application can be certified by the school. Full-time qualified students may borrow up to \$3,500 per academic year. This amount will be reduced slightly by the lender's origination fee. The applicable interest rate on a Subsidized Stafford Loan that is disbursed between July 1, 2016 and June 30, 2017 will be 3.76 percent. This rate does not include any of the lender's origination fees.

If a student has a Federal Stafford Loan, the federal government will pay the interest on the loan while the student is in school or in deferment. These types of loans are called "subsidized" Stafford Loans because the government pays the interest and therefore subsidizes or supports these loans. If the student has a non-need based Stafford Loan, he or she has an "unsubsidized" Federal Stafford Loan, and the student will be responsible for the interest during in-school and deferment periods. (The organization holding the loan may let the interest accumulate until the student is out of school or until the deferment ends. Note, however, that this will increase the amount of the principal to be repaid.)

Deferment of payment is allowed for up to three years for students who enter the Armed Forces, Peace Corps, or ACTION (VISTA or AmeriCorps), or who return to school on a full-time basis. To apply: complete a loan application which can be obtained from the lender or the school's Financial Aid Office.

## **Federal Unsubsidized Stafford Loans**

Independent students may obtain a Federal Unsubsidized Stafford Loan regardless of financial need. The student is responsible for interest during the in-school and deferment periods. Students attending for a complete academic year (900 hours) are eligible to borrow up to \$6,000. This amount will be reduced slightly by the origination fee. The applicable interest rate on an Unsubsidized Stafford Loan that is disbursed between July 1, 2016 and June 30, 2017 will be 3.76 percent. This rate does not include origination fees.

## **Federal PLUS Loans**

PLUS (Parent Loans for Undergraduate Students) loans are for parent borrowers of dependent students. PLUS loans provide additional funds for educational expenses. Parent borrowers may borrow an amount up to the cost of attendance of their dependent child. The lender will charge an origination fee on these loans. The applicable interest rate for a Direct PLUS Loan that is first disbursed between July 1, 2016 and June 30, 2017 will be 6.31 percent.

PLUS borrowers must begin repaying interest and principal within 60 days after the loan is fully disbursed, unless they meet the criteria for a deferment and are granted a deferment by the lender. To apply: complete the loan application which can be obtained from the lender or the school's Financial Aid Office.

## **School Sponsored Loans**

Students who are eligible for a package of Federal Financial Aid that is less than a program's tuition plus book fees will be eligible for a School Sponsored Loan for the amount of the difference between their financial aid eligibility and the amount of tuition plus book fees up to but not exceeding \$6,000. The loans will have an interest rate of 7%. The borrower's first payment will be due thirty (30) days after their last date of scheduled in school attendance. The minimum monthly payment will be predicated on the size of the loan.

Below is a chart detailing the approximate minimum monthly payments:

Size of Loan	Minimum Monthly Payment
Greater than \$4000	\$100
Greater than \$3000	\$80
Less than \$3000	\$60

## **Veterans Administration Educational Benefits**

Educational Assistance (G.I. Bill) – Application forms, information, and assistance on all G.I. benefits are available from the Veterans Administration Office.

### **ACCES-VR**

The New York State Education Department Division of Vocational Rehabilitation provides services and financial assistance for education to students with certain disabilities. Further information can be obtained from the Division of Vocational Rehabilitation.

**NOTE: The regulations governing all financial assistance programs are subject to change. The Financial Aid Administrator will have the latest information.**

The New York School for Medical and Dental Assistants makes no representation that an applicant will receive any assistance referred to above, as eligibility is determined by individual qualifications or needs. The availability of the aforesaid assistance does not imply that the federal or any state government or any of their agencies guarantee the truth or accuracy of any representation contained herein.

### **Consolidating Student Loans**

In general, the student loans described in this catalog would be eligible for consolidation, as would loans made under the Health Professions Student Loan Program. Loan consolidation allows state guarantee agencies, the Student Loan Marketing Association (Sallie Mae), and other eligible lenders to pay off your existing student loans and to create one new loan. The interest rate on the consolidated loan will be determined by taking the weighted average of the loans being consolidated. The repayment period will be from 10 to 30 years, depending on the amount to be repaid. Lenders will also inform you of any refinancing options available to you when you take out a loan. To find out more, contact your lender.

### **Additional Information**

For more detailed information, please refer to the “Entrance Counseling Guide for Direct Loan Borrowers” booklet. This booklet contains the most current information on loan limits – annual and maximum, repayment, deferment, rights and responsibilities and consolidation of loans. It is available in the Financial Aid Office.

## **FINANCIAL AID POLICIES**

To be eligible to receive financial aid, a student must be enrolled on at least a half-time basis. Hours enrolled for auditing purposes are not considered a part of this requirement.

The primary and most essential condition of an applicant's eligibility for financial aid is that the student is in need of the requested aid in order to pursue his/her course of study during the period for which the application is made. Need is defined as the difference between the student's cost of education and the amount the student and his/her family can be expected to pay towards meeting these educational expenses.

The amount a student and family are expected to contribute is determined by the congressionally approved formula. The analysis takes into consideration such items as family income, assets, family size, and number of family members in college; therefore, need for financial aid is not based on a strict income cut-off level.

The total amount of financial assistance awarded to a student by the School shall not exceed the amount of the total budget for the award period minus all resources available to him/her.

To be eligible for financial aid, the student must be a citizen, naturalized or permanent resident of the United States, and must be enrolled in an eligible program of study. In order to be considered independent, the student applicant must meet the federal criteria on the application form.

The applicant must apply for a Federal Pell Grant before he/she can be considered for any of the other School based aid programs. In order to receive financial aid, the applicant must certify that he/she does not owe a repayment on any Title IV grant. He/she must certify he/she is not in default on any Title IV educational loan unless satisfactory arrangements have been made to repay or otherwise resolve the overpayment or default. He/she must notify the school if he/she owes an overpayment or is in default.

A student may be eligible for a “package” of financial aid which may include a partial grant, and a partial loan. Every effort is made to put together a balanced aid “package” taking into consideration the student’s financial need and academic progress. Students who request aid are expected to accept a combination of types of aid. The award of financial aid funds must be made in writing by the Financial Aid Officer and accepted by the student in writing.

Any financial aid commitment involving the use of federal funds is tentative and conditional upon subsequent congressional appropriation, actual receipt of the funds by the school, and completion of the necessary forms by the student.

The Financial Aid office reserves the right to review and cancel or revise an award at any time because of changes in the student’s financial or academic status. The aid from federal aid programs is not automatically continued from one year to the next; therefore, students must reapply for each award year. The student must provide any documentation, verification, corrections, and/or new information requested by the Financial Aid Officer or the agency to which the application was submitted.

Financial aid received from federal financial aid programs must be used for educational purposes only.

If a student transfers to the school from another school, his/her financial aid does not automatically transfer and he/she must check with the Financial Aid Officer to see what aid is available.

All Title IV Federal Financial Aid Funds are credited to the student’s accounts to cover institutional charges. Financial aid payments will be credited at the beginning of each payment period. (Generally, a payment period consists of one-half of the academic year.)

Any school return of tuition and fees due, according to the school’s return of Title IV Funds Policy as stated in this catalog, to a student whose account was paid by federal financial aid sources will be refunded to the financial aid program from which it came.

Pursuant to Title IX of the Education Amendments of 1972, and other applicable statutes and regulations, the school may not, and does not, discriminate on the basis of sex, race, color, national origin, age, religion, or handicap against participants in its educational programs or activities, or in the awarding of financial aid.

## CANCELLATION AND REFUND POLICY FOR TERMS AND QUARTERS

### Refund Policy

To ensure a prompt refund upon withdrawing, the student should see the Campus Director. The Campus Director will give the student a Notification of Withdrawal Form. The student should immediately complete this form; however, if the student is entitled to a refund under New York State Education law or pursuant to federal regulations, his/her refund will be made regardless of whether he/she completed the Notification of Withdrawal Form. However, the failure of a student to immediately notify the Campus Director in writing of the student's intent to withdraw may delay a refund or tuition due to the student pursuant to Section 5002(3) of the Education Law.

In the event that a student is terminated by the school the refund will be automatically processed. All monies paid by an applicant are refunded if requested within seven days after signing an enrollment agreement. An applicant requesting cancellation more than seven days after signing an enrollment agreement, but prior to entering the school, is entitled to a refund of all monies paid minus the registration fee. Students who have not visited the school facility prior to enrollment will have the opportunity to withdraw without penalty within seven days following either the regularly scheduled orientation procedures or following a tour of the school facilities and inspection of equipment.

The programs at NYSMDA are divided into either quarters or terms.

The amount of tuition the school can keep upon termination from the Medical Assistant Day Program is listed below:

First Quarter	The school may keep:		Subsequent Quarter	The school may keep:	
If termination occurs:	Prior to or during the first week	0%	\$0	During the first week	25% \$1,164
	During the second week	25%	\$1,164	During the second week	50% \$2,328
	During the third week	50%	\$2,328	During the third week	75% \$3,491
	During the fourth week	75%	\$3,491	After the third week	100% \$4,655
	After the fourth week	100%	\$4,655		

The amount of tuition the school can keep upon termination from the Dental Assistant Day Program is listed below:

First Quarter	The school may keep:		Subsequent Quarter	The school may keep:	
If termination occurs:	Prior to or during the first week	0%	\$0	During the first week	25% \$1,197
	During the second week	25%	\$1,197	During the second week	50% \$2,394
	During the third week	50%	\$2,394	During the third week	75% \$3,591
	During the fourth week	75%	\$3,591	After the third week	100% \$4,788
	After the fourth week	100%	\$4,788		

The amount of tuition the school can keep upon termination from the Medical Assistant Evening Program is listed below:

First Term	The school may keep:		Subsequent Term	The school may keep:	
If termination occurs:					
Prior to or during the first week	0%	\$0	During the first week	25%	\$931
During the second week	20%	\$931	During the second week	35%	\$1,629
During the third week	35%	\$1,629	During the third week	50%	\$2,328
During the fourth week	50%	\$2,328	During the fourth week	70%	\$3,959
During the fifth week	70%	\$3,959	After the fourth week	100%	\$4,655
After the fifth week	100%	\$4,655			

The amount of tuition the school can keep upon termination from the Dental Assistant Evening Program is listed below:

First Term	The school may keep:		Subsequent Term	The school may keep:	
If termination occurs:					
Prior to or during the first week	0%	\$0	During the first week	25%	\$958
During the second week	20%	\$958	During the second week	35%	\$1,676
During the third week	35%	\$1,676	During the third week	50%	\$2,394
During the fourth week	50%	\$2,394	During the fourth week	70%	\$3,352
During the fifth week	70%	\$3,352	After the fourth week	100%	\$4,787
After the fifth week	100%	\$4,788			

Unpaid charges are subtracted from the amount the school can keep when determining the refund. All refunds that fall under the New York State Policy will be made within 45 days from the date the student is determined to have withdrawn from the program. The school will take no longer than 30 days from the student's last date of attendance to determine that the student has withdrawn.

## **Return to Title IV (R2T4) Funds Policy**

The Bursar's Office calculates the percentage of earned Title IV Funds received or could have been received and returns the unearned funds for a student who withdrew, was terminated, or failed to return from an approved leave of absence.

Recalculation is based on the percentage of earned aid using the following Federal Return of Title IV funds.

- Percentage of aid earned = the number of scheduled hours in the period of enrollment up to the student's last date of attendance as per the school's attendance records, divided by the total clock hours in the period of enrollment. If this percentage is greater than 60%, the student earns 100% of the Title IV funds disbursed or aid that could have been disbursed.
- If this percentage is less than 60%, then the percentage earned is equal to the calculated value.

The school determines the amount of aid earned by the student by multiplying the percentages of aid earned by the total amount of aid disbursed plus aid that could have been disbursed. If a student earned less aid than was disbursed, the institution is required to return a portion of the funds. All Title IV funds that the institution must return will be made no later than 45 calendar days after the date the school determines that the student withdrew.

When Title IV funds are returned, the student may owe a balance to the institution. If the student earned more aid than was disbursed to him/her, the student may request a post-withdrawal disbursement for any amount not credited to the student's account. The institution is required to make a post-withdrawal disbursement within 180 days of the student's date of determination that they withdrew for grants and 180 days of the student's date of determination that they withdrew for loans.

Refunds are allocated in the following order:

- Unsubsidized Federal Stafford Loan**
- Subsidized Federal Stafford Loan**
- Federal Parent (PLUS) Loan**
- Federal Pell Grant**
- Federal Supplemental Opportunity Grant**
- Other Title IV Assistance**
- State Tuition Assistance Grants (if applicable)**
- Private or Institutional Aid**
- Student Payments**

## **Tuition Reimbursement Fund**

The Tuition Reimbursement Fund is designed to protect the financial interest of the students attending proprietary schools. If a school closes while you are in attendance prior to the completion of your education program, then you may be eligible for a refund of all tuition expenses which you have paid. If you drop out of school prior to completion and you file a complaint against the school with the State Education Department, you may be eligible to receive a tuition refund if the State Education Department is able to provide factual support that your complaint is valid and determine that there was a violation of Education Law or the Commissioner's Regulations as specified in Section 126.17 of the Commissioner's Regulations. To file a claim to the Tuition reimbursement Fund, you must first file a complaint with the Bureau of Proprietary School Supervision-New York State Education Department, 116 West 32<sup>nd</sup> Street, New York, NY 10001 or telephone (212) 643-4790. The staff of the State Education Department will assist you with preparation of the reimbursement form.

## **TUITION AND FEES**

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### **Dental Assistant Certificate Program *Day Session***

10 Month Program  
Externship (300 Hours)  
Total: 900 Clock Hours

Tuition.....	\$14,365.00
Reg. Fee.....	100.00
Books.....	<u>435.00</u>
<b>Total.....</b>	<b>\$14,900.00</b>

### **Dental Assisting Certificate Program *Evening Session***

12 Month Program  
Externship (300 Hours)  
Total: 900 Clock Hours

Tuition.....	\$14,365.00
Reg. Fee.....	100.00
Books.....	<u>435.00</u>
<b>Total.....</b>	<b>\$14,900.00</b>

### **Medical Assistant Certificate Program *Day Session***

10 Month Program  
Externship (275 Hours)  
Total: 900 Clock Hours

Tuition.....	\$13,965.00
Reg. Fee.....	100.00
Books.....	<u>435.00</u>
<b>Total.....</b>	<b>\$14,500.00</b>

### **Medical Assistant Certificate Program *Evening Session***

12 Month Program  
Externship (275 Hours)  
Total: 900 Clock Hours

Tuition.....	\$13,965.00
Reg. Fee.....	100.00
Books.....	<u>435.00</u>
<b>Total.....</b>	<b>\$14,500.00</b>

**(Student must assume the cost of obtaining required medical immunizations.)**

### **School Uniforms, Footwear, and School Book Bags:**

On the 6<sup>th</sup> full day of the program each student will be provided with:

- Two (2) sets of scrubs; navy blue for medical assistant students, forest green scrubs for dental assisting students
- **Evening students only** may select an option to substitute one set of scrubs with one (1) white lab coat
- One pair of black Crocs®, uniform footwear
- One imprinted school book bag

## **OTHER FEES AND EXPENSES**

### **Registration Fee:**

There is a non-refundable fee of \$100.00 assessed to support each student enrollment. The Registration Fee is to be paid by the applicant. The fee is refundable according to guidelines in the Enrollment Agreement.

**Re-enrollment Fee:** There is a \$100.00 non-refundable fee for students who are granted re-admission to the school.

### **Additional Purchases:**

Additional student uniforms, book bags and footwear may be purchased through the school.

Crocs Rx	\$25 per pair
Imprinted Uniform Scrub Set or Lab Coat	\$30 each
Imprinted School Book Bag/Briefcase	\$25 each

### **Duplicated Transcripts and Certificates:**

Duplicated Transcripts	\$5 each
Duplicated Certificates	\$10 each

## **Unlimited Use NYC Metro Card / Public Parking Fee Stipend**

Given compliance with stated academic and attendance requirements as stated herein, **1 unlimited use NYC Metro Card** will be provided to each student on the 11<sup>th</sup> day of the program and then monthly throughout the in-school portion of the program. One (1) additional unlimited use Metro card will be provided following in-school completion during externship. A lost, stolen, or damaged Metro Card is the responsibility of the student and not the school; therefore, the card will not be replaced by the school.

In order to receive the first NYC Metro Card/ public parking stipend, the student must have attended ninety (90) percent of all regularly scheduled class hours through the tenth day of the program. Distribution will be made directly to the student.

The following constitutes compliance with stated academic and attendance requirements for all subsequent distributions of a NYC Metro Card / Public Parking Fee Stipend:

- The student must have attended ninety (90) percent of all regularly scheduled class hours.
- Distribution will take place at 30 day intervals.
- It is possible for a student who does not qualify for a NYC Metro Card in one month to improve their academic performance or attendance, or both, and qualify for the NYC Metro Card benefit in the following month.
- In lieu of a NYC Metro Card a student may choose to receive a public parking stipend of up to equal value to the current rate paid by the school for a NYC Unlimited Use Metro Card.
- The stipend will be paid to the student retroactively as a reimbursement. Reimbursements will be made based on the same academic and attendance criteria set for receiving a NYC Metro Card and will be made following the same schedule. Reimbursement will be made by a check payable to the student.
- In order to receive reimbursement the student must provide the business office with a receipt(s) from the public parking facility clearly identifying the facility name, address and period the fee(s) covers. This receipt must be submitted to the business office by the student.

## **DEPARTMENT OF VETERANS AFFAIRS AND ACCES INFORMATION**

### **Department of Veterans Affairs**

245 West Houston Street  
New York, NY 10014-4085  
Office Hours: 8:30 a.m. – 4:00 p.m.  
Website: [www.va.gov/](http://www.va.gov/)  
**Phone: 800-827-1000**

### **New York Vocational Rehabilitation Adult Career and Continuing Education Services – Vocational Rehabilitation**

One Commerce Plaza, Room 1609  
Albany, NY 12234  
Website: <http://www.acces.nysesd.gov/vr>  
**Phone: 800-222-5627**  
**Direct: 518-474-1711**

### **ACCES – VR**

### **Adult Career and Continuing Education Services**

#### **Locations**

#### **Bronx District Office**

1215 Zerega Avenue  
Bronx, NY 10462  
**Phone: 718-931-3500**

#### **Brooklyn District Office**

55 Hanson Place, 2<sup>nd</sup> Fl.  
Brooklyn, NY 11217  
**Phone: 718-722-6700**

#### **Manhattan District Office**

116 W. 32<sup>nd</sup> Street, 6<sup>th</sup> Fl.  
New York, NY 10001  
**Phone: 212-630-2300 or 212-630-2302**

#### **Garden City District Office**

711 Stewart Avenue, Suite 4  
Garden City, NY 11530  
**Phone: 516-227-6800**

#### **Queens District Office**

11-15 47th Ave  
Long Island City, NY 11101  
**Phone: 347- 510-3100**

#### **Hauppauge District Office**

250 Veterans Highway, Room 3A-12  
Hauppauge, NY 11788  
**Phone: 631-952-6357**

## **FACULTY, CORPORATE OFFICERS, AND ADMINISTRATION**

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### **FACULTY**

#### **Dental Assisting Department**

##### ***Program Chair***

Jenniffer Lopez

D.D.S.; Pontifical Catholic University Madre of Maestra, Dominican Republic

##### ***Instructors***

Chukwuemeka Nwaboku

D.D.S.; University of Benin, Nigeria

Fancy Jesudhas

D.D.S.; Bangalore University, India

Howard Usher

Dental Assistant, Department of the Navy

Ilia Garcia

D.D.S.; University of Puebla, Mexico

#### **Medical Assisting Department**

##### ***Program Chair***

Robert Curran

D.C.; Chiropractic, University of Bridgeport

B.A.; The History and Philosophy of Science, University of Pittsburgh

##### ***Instructors***

Rafeeqe Ahmad

M.D.; King George's Medical University, India

Kazi Ahmed

M.D.; University of Chittagong, Bangladesh

Anthony Garcia

M.D.; University of Guadalajara, Mexico

Elsa Mora

M.D.; Southwestern University, Philippines

Larissa Pena

M.D.; Technological University of Santiago, Dominican Republic

Natasha Shpak

M.D.; St. Matthew's University, Cayman Islands

Cheryl Magloire

M.D.; Ross University School of Medicine

Chanardaye Sookram

A.A.; Borough of Manhattan Community College

#### **Liberal Arts & Sciences**

##### ***Instructors***

Emel H. Taskakan

M.A.; Psychology, Adelphi University

B.A.; Psychology and English, Suny Stony Brook

Jonathan Parreno

B.S.; Marketing, Letran College, Philippines

Shelby Schwartz

M.S.; Library and Information Science, Long Island University

B.A.; English, Suny Stony Brook

Teddy Fung

M.F.A.; Photography and Related Media, School of Visual Arts

B.A.; Economics, Jinan University, China

Clyde Harris

M.S.; Computer Information Systems, Boston University

B.S.; Computer Science and Mathematics, College of Staten Island

**CORPORATE OFFICERS**

Corporate Officers/Co-Chairmen.....	Clinton D. Arnaboldi
Corporate Officers/Co-Chairmen.....	Douglas K. Jordan

**ADMINISTRATION**

Campus Director.....	Marina Klebanov
Bursar's Office.....	Izabella Isakova
Medical Assisting Program Director.....	Robert Curran
Dental Assisting Program Director.....	Jenniffer Lopez
Librarian.....	Shelby Schwatz
Registrar.....	Shannon Nelson
Assistant Registrar.....	James Bisogno
Receptionist.....	Jennifer Nunez
Receptionist.....	Lucinda Ahmed
Director of Admissions.....	Nina Liu
Admissions Representative.....	Evelyn Fernandez
Admissions Representative.....	Phineas Duru
Director of Financial Aid.....	Margarita Rivera
Financial Aid Advisor.....	Jael Tigre
Director of Career Services.....	Lena Notarstefano
Career Services Advisor.....	Shereen Chandarbhangsingh
Career Services Advisor.....	Newton Gichure

**NEW YORK SCHOOL FOR MEDICAL AND DENTAL ASSISTANTS**

**SCHOOL CATALOG**

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(718) 793-2330

**STATEMENT OF OWNERSHIP**

The New York School for Medical and Dental Assistants, Inc. is an S Corporation which is owned by CLIDO, Inc. also an S Corporation. Both companies are incorporated in the State of New York. CLIDO, Inc. has two shareholders: D. Clinton Arnaboldi and Douglas K. Jordan. The school is a co-educational, non-denominational school licensed by the State of New York. The school offers equal opportunities, without distinction or discrimination because of race, color, gender, sexual orientation, religion, age, national origin, physical or mental handicap in any of its academic programs or activities or in any of its employment practices.

The New York School for Medical and Dental Assistants reserves the right to postpone the starting date of any program/course for a reasonable period or cancel a program/ course if minimum enrollment is not achieved. All fees will be refunded for courses canceled by the school.

Subject matter, course material, and /or length of program are subject to change in accordance with the school and with the approval of the New York State Education Department. Any such changes would be for curriculum updating and would result in no additional charge to students.

The school is in compliance with the following: Title IV (The Civil Rights Act), Title IX (Discrimination on the Basis of Sex), The Equal Credit Opportunity Act (Discrimination in Lending) and The Age Discrimination Act.

The New York School for Medical and Dental Assistants reserves the right at any time to make appropriate changes deemed advisable in the policies, procedures, and information contained in this publication including admissions requirements, tuition, fees, and certificate requirements. This catalog is not intended solely as a listing of course offerings but rather as a reference document containing approved curricula, programs, and courses, which may be offered. The NYNSMDA reserves the right to limit registration for courses, to discontinue courses for which there is insufficient enrollment, and to change times and/or instructor assignment. If the time of a course is changed, the student may be entitled to a full refund under the New York State Education Laws.

**The school location and travel directions**

The school is located between 33<sup>rd</sup> and 34<sup>th</sup> street on the South Side of Queens Boulevard in Long Island City, New York. The number 7 train stops in front of the school's door at the Rawson and 33<sup>rd</sup> Street Subway stop. The Q60 bus also stops in front of the school's door at 33<sup>rd</sup> Street. The institution is also within walking distance of the E, M and R subway trains.



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