



***Oak Leaf
Dental Lab
Technician
School***

Oak Leaf Dental Lab Technician School

*Oak Tree Dental Lab
55 Caren Avenue
Suite #350
Worthington, OH 43085
740-602-1250
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Certificate of Registration Number:
2224

Kindra O'Rielley, RDH, BSDH
Director/Owner of Oak Leaf Dental Lab Technician
School

Revised:
4/9/23

*Course Catalog
&
Student Handbook*

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School Calendar

We are pleased to offer you a thorough education in dental laboratory. It is our goal to make this the number one place to receive an education for becoming a dental lab technician.

For years now we have been surveying students who have completed the courses we offer. It is exciting to report that the large majority of our graduating students give us the ultimate compliment and endorsement which is the referral of their friends and family to our courses.

You are now becoming a member of a large family of people who are interested in making themselves better, attracting success to their lives and achieving whatever goals they want by beating whatever odds are in the way of their success!

The following will be considered “Holidays.” If your class date falls on any of the following, you WILL NOT be expected to arrive to class on this date. Classes will resume on the following class date that a Holiday does not occur.

New Years Day
Easter
Memorial Day
4th of July
Labor Day
Thanksgiving
Christmas

Enrollment Dates

Expected Beginning and Ending Dates of Courses

2023

July 8th, 2023 – September 9th, 2023

September 30th, 2023 – December 2nd, 2023

2024

January 6th, 2024 – March 9th, 2024

March 30th, 2024 – June 1st, 2024

July 13th, 2024 – September 14th, 2024

October 5th, 2024 – December 7th, 2024

Entrance Requirements

- *Proof of at least 18 years of age.*
- *High School Student in his/her last quarter of his/her Senior year, with a letter written by your high school counselor stating that you are on track to graduate!*
- *Proof of GED, High School Diploma, or higher academic level education.*
- *By the first class, proof of the Hepatitis B vaccinations being started or completed. (Unless arranged otherwise by the Director, Kindra O'Rielley)*
- *Required uniforms need to be ordered, picked up, and worn to all classes. (No payment required by student – Student will receive Gift Voucher for their outfits at the time of enrollment)*
- *Payment for class paid to director of the course prior to enrollment.*

Program Requirements

- *10 weeks*
- *1 day per week*
- *Do not be tardy. 2 tardy marks = 1 absent mark*
- ***Any more than one absent mark will result in a failure of the class. Absences should only be in the event of an emergency or serious illness.***
- *Student should put in at least 6 hours a week for reading materials, homework and studying on their own if they want to pass the course.*
- *Stealing is not tolerated and will be an immediate dismissal from the course with absolutely no refund.*
- *When and if a piece of equipment is broken, it should be reported to an instructor immediately so that proper action can begin to replace it.*
- *Is it expected that students arrive to the course very attentive and well rested, ready to learn.*

Graduation Requirements

- *To graduate and get the certificate, one must have a final grade no lower than a 70% average from homework, quizzes, and tests.*
- *Can have no more than **one absence or 2 tardies**.*
- *Students will be graded based on the scale below:*
 - *A: 90-100*
 - *B: 80-89*
 - *C: 70-79*
 - *D: 60-69*
 - *F: 0-59*
 - *INC: Incomplete*
 - *WD: Withdraw*

Policy and Procedures

GRADING

Grading procedures will be explained to students before grading begins. Students have access to all of their personal scores and grades upon request to the instructor. The instructor shall provide such requested information within a reasonable period so as to benefit the student without violation of privacy of other students.

Students of Oak Leaf Dental Lab Technician School must complete the course work, examinations, practical examinations, in class requirements, and other evaluations with an average of 70% correct completion.

Students who do not complete the course with an 70% and meet all in-class requirements will not be awarded a graduation certificate nor be endorsed in any manner by Oak Leaf Dental Lab Technician School.

A student who fails to achieve a passing grade as defined above, may be eligible for remediation by re-taking the full course for a fee of \$4495* to be paid in full prior to beginning the next class where space is available. *Subject to change and based on availability

WITHDRAWAL AND REFUND

If the student is not accepted into the training program, all monies paid by the student shall be refunded. Refunds for books, supplies, and consumable fees shall be made in accordance with Ohio Administrative Code section 3332-1-10.1. There is one (1) academic term for this program that is 110 clock hours in length. Refunds for tuition and refundable fees shall be made in accordance with following provision as established by Ohio Administrative Code section 3332-1-10.

- (1) A student who withdraws before the first class and after the 5-day cancellation period shall be obligated for the registration fee.
- (2) A student who starts class and withdraws before the academic term is 15% complete will be obligated for 25% of the tuition and refundable fees plus the registration fee.
- (3) A student who starts classes and withdraws after the academic term is 15% but before the academic term is 25% completed will be obligated for 50% of the tuition and refundable fees plus the registration fee.
- (4) A student who starts class and withdraws after the academic term is 25% complete but before the academic term is 40% completed will be obligated for 75% of the tuition and refundable fees plus the registration fee.
- (5) A student who starts class and withdraws after the academic term is 40% completed will not be entitled to a refund of the tuition and fees.

The school shall make the appropriate refund within thirty (30) days of the date the school is able to determine that a student has withdrawn or has been terminated from a program. Refunds shall be based upon the last date of a student's attendance or participation in an academic school activity.

INSURANCE

Students must provide their own health insurance and other accident insurance. Oak Leaf Dental Lab Technician School will make every reasonable effort to prevent injury or illness, but is not liable for the same in the event either should occur during the course of instruction or thereafter beyond the allowance of Ohio State Code.

ATTENDANCE (ABSENTEEISM/TARDY)

Because of the volume of material covered in a class period, students cannot miss more than one day of class or it will result in failure of the class. Class starts promptly at 8am and ends at 4pm with a 1 hour lunch. 2 tardies will equal 1 absence. More than 2 tardies will result in failure of the class. Tardy is defined as not being seated and prepared to learn when the lecture begins: any time after 8:05am.

Instructors will be available for 4 hours of make-up instruction during the last day of class. Student must make up the remaining 4 hours during their free time at the school. (i.e. lunch hour, stay late, etc).

HONOR CODE

Oak Leaf Dental Lab Technician School operates as an educational institution and believes that it is imperative to health and safety that students understand the procedures, methods, and materials they will use in assisting a professional in the treatment of others. To that end Oak Leaf Dental Lab Technician School requires a very high level of excellence as outlined above. Students are not only required to perform in order to receive school endorsement but are expected to do so honestly. *Students who are caught in any form of dishonest behavior (cheating, stealing from the school, stealing from other students or other affiliates of the school) will be dismissed from Oak Leaf Dental Lab Technician School as a student and no refund, material or monetary, will be received.* Students suspected of dishonest behavior will be brought before the administration (course directors) at a scheduled time and the case reviewed. It will be the sole discretion of the administrators to determine the course of action, if any, that will be taken based on the solidity and dependability of the evidence presented by the student and the school staff. Individuals damaged will be responsible for legal prosecution of the accused.

Students are expected to conduct themselves in the professional and polite manner reasonably expected of a dental assistant. Interference with other student learning will not be tolerated and may result in expulsion without refund.

Examinations, quizzes and homework assignments are designed for the learning and education of the student. All work is expected to be completed solely by the student unless specifically indicated otherwise by the instructors assigning such learning activity.

MAKE UP WORK:

In the event of an excused absence, it will be up to the student to review material that was missed in the educational books and ask the director for a time set aside from their class to answer any questions or concerns. If needed, a time can be set up for the student to come in with the director and review the hands-on criteria.

STUDENT LEAVE OF ABSENCE:

In the event that a student must take an unexpected leave of absence, the student can refer back to the withdraw and refund policy. If the student so wishes, he/she may also choose to not be reimbursed and pick up in the following course, where they left off in the current course or from the first class.

SUSPENSION OR TERMINATION FOR UNSTISFACTORY WORK:

This will be deemed necessary when test and quizzes are not passed at 70%. The student will be put on a one-week probation period and allowed to retake only two test/quizzes throughout the course. The student can refer to the withdraw and refund policy as to what amount of reimbursement they are entitled to. Also, if a student is making the 70% grades on quizzes and tests, but is struggling clinically they are subject to two warnings before being terminated from the program.

RE-ADMITANCE TO THE SCHOOL:

If a student is removed from the school due to attendance, suspension, or termination for unsatisfactory work, they may re-apply at their will for the class once again. They will take the full course once again and pay the full amount of the course, minus their book fees, uniform fees, and registration fees.

PRIVACY POLICY

All personal and academic information about a student will be considered private and will be used only in conjunction with the operation of the school for academic purposes in order to enhance the education of the student and the security of the business.

Oak Leaf Dental Lab Technician School will make reasonable effort to protect student information, personal and academic, from any party not directly affiliated with the operation of the school. If the student requests his/her information not be provided to those seeking to employ or interview students, this request will be honored. Student information shall not be shared, sold, rented, or in any other way exposed to parties wishing to use that information to solicit sales of merchandise or services by Oak Leaf Dental Lab Technician School. Parties inquiring about academic performance will be referred to the student, REGARDLESS OF WHO PAID FOR THE COURSE, who may then request an official copy of his/her performance evaluations including attendance, test scores and other information as requested.

FACILITY AND LEARNING AIDS

Oak Leaf Dental Lab Technician School prides itself on providing its students the finest facility available for education in dental assisting. We provide all needed equipment, supplies and general materials needed to learn the course material we teach. We pledge to provide a safe, comfortable learning environment conducive to learning and growth.

Oak Leaf Dental Lab Technician School uses a variety of learning aids including videos and demonstrations along with lecture and practical application of skills. We guarantee that students will be safe comfortable and have access to all learning materials in a reasonable and timely manner. If a student is not satisfied that this promise has not been

met, the student should contact the administration with concerns about facilities or learning aids if inquiry to the instructor is unsatisfactory.

OTHER INFORMATION:

- Students will need to secure vaccinations on their own time and expense.
- Vaccinations: Students should contact the local health department or primary care physician (PCP) to obtain pertinent vaccinations including but not limited to Hepatitis B and Tetanus vaccinations.

MY PERSONAL PROMISE:

I am confident that students will be given every opportunity to fill their minds with principles that will drive them to success when properly applied. It is our personal promise to help students learn the skills they need to succeed in whatever endeavors they choose in life. The courses we teach offer the tools students need to succeed as a dental lab technician. We also hope to equip students with the desire and drive to use those tools to reach their dreams!

Courses

Fundamentals of Dental Lab Technicians

Course offers instruction in all requirements for a basic understanding of dentistry and proficiency of the fundamental tasks delegated to the dental lab tech by a licensed dentist in the state of Ohio. Upon completion of this course students are given a certificate to document completion of the fundamentals course. Course runs approximately 10 weeks and is held one 8-hour day per week, Saturday. There is a textbook with homework that will go along with this to be turned in as well. Students participate in a mix of on-line lecture and hands-on training in a dental clinic using the materials and methods they learn in lecture. Time: 8:00 am to 4:00 pm one day per week (Saturday).

Student Academic Responsibility

For duration of the course, student must pass all exams and complete all hands-on requirements.

Academic Progress

Students are expected to meet the minimum requirements of which are outlined in the Academic Progress Standards. Students who fail the minimum will be provided with academic assistance or be dismissed.

Academic Progress Standards	
Week 1	Study
Week 2	Graded Quiz Hands-On Requirement: Pouring Models
Week 3	Graded Quiz Pouring Models: Two must be done to satisfaction.
Week 4	Graded Quiz Hands-On Requirement: Crown & Bridge Waxing, Investing, and Casting.
Week 5	Graded Quiz Hands-On Requirement: Divesting, Metal, Opaque, and Building.
Week 6	Graded Quiz Hands-On Requirement: Porcelain Buildup, Stain, Glaze, and Color.
Week 7	Graded Quiz Hands-On Requirement: CAD/CAM-Will need to design 2 crowns
Week 8	Graded Quiz Hands-On Requirement: Dentures; rim, base, and choosing teeth.
Week 9	Graded Quiz Hands-On Requirement: Dentures; set-up two arches.
Week 10	Final Exam

Curriculum

Basic Education in Dental Lab Technology Course

- Discussion and Study: 40 hours
- Hands-On: 70 hours

Study of Dental Lab Terms and Techniques

- Tooth Numbering System
- Dental Anatomy
- Morphology and Occlusion
- Tooth Development
- Terminology
- Drawing, Tracing, and Modeling Teeth
- Lab Equipment Usage and Safety

Dental Lab Techniques: Hands-on Application

- Model Work; Stone Models and 3D Printed Models
- Waxing, Investing, and Casting of Crowns and Copings
- Metal Finishing and Opaquing
- Porcelain Applying, Finishing, Staining, and Glazing
- CAD/CAM Production
 - Scanning and Designing Dental Restorations on 3Shape Software
 - Designing and Printing Models
- Denture Models, Rims, Tooth Selection, Tooth Setup and Processing

Requirements for Completion of Course and Receipt of Certificate

1. Complete and pass all written exams – with 70% correct answers; C grade or higher.
2. Complete all hands-on requirements
 - a. Pout, Trim, and Section Three Models
 - b. Was, Invest, Cast Metal for Two Copings and One Crown
 - c. Opaque, Stain, and Glaze Porcelain for Two Copings
 - d. Setup and Wax One Arch Denture with Teeth
 - e. CAD/CAM; Design Two Crowns

There Will Be Weekly Graded Quizzes and a Final Exam Covering All Course Material.

Fees & Grievance Procedure

TUITION and FEES:

Registration Fee.....	\$125.00
Book Fee.....	\$500.00
Laboratory Fee.....	\$2270.00
Clinical Attire.....	\$70.00
Tuition.....	\$4030.00
All-Inclusive Total Cost.....	\$6995.00

PAYMENT: All tuition and fees are payable for one (1) academic term that is 110 hours. Payment is due prior to the start of the first class of each course term, unless other arrangements are made in advance.

Tuition and fee charges are subject to change at the school's discretion. Any tuition or fee increases will become effective for the school term following student notification of the increases.

Complaint or Grievance Procedure

All student complaints should be first directed to the school personnel involved. If no resolution is forthcoming, a written complaint shall be submitted to the director of the school. Whether or not the problem or complaint has been resolved to his/her satisfaction by the school, the student may direct any problem or complaint to:

**The Executive Director
State Board of Career Colleges and Schools
30 East Broad Street
Suite 2481
Columbus, OH 43215
Phone: 614-466-2752
Toll Free: 1-877-275-4219**

Instructors

Kindra O'Rielley, RDH, BSDH, Director/Owner:

Director and Owner of the program

Education: BS in Dental Hygiene from The Ohio State University in 2001.

Experience: RDH, BSDH in Central Ohio – 16 years

Lectured Across the Nation on Dental Topics – 6 Years

Owned and Operated Dental Assisting and Lab Technology Schools -
12 Years.

A 2001 graduate of the Ohio State University with a Bachelor of Science Degree in Dental Hygiene. Kindra practiced for 14 years before beginning to lecture around the county about dentistry. This led to the dream of opening schools and lecturing close to home and helping those around her land a wonderful career in dentistry. Kindra began dental assisting schools over 10 years ago and has multiple locations with plans to open more, this is her first dental lab technician school. She still continues to sub as a dental hygienist in the community.

Diane Hughes, CDT (Certified Dental Technician in Ceramics):

Owner of Oak Tree Dental Lab

Education: BA earned from Youngstown State University

EFDA Certification earned from The Ohio State University in 1988

Experience: Dental Assistant (EFDA) – 4 Years

Dental Technician – 35 Years

Dental Lab Owner – 21 Years

Earl Hughes:

Owner and Supervisor of Denture Department at Oak Tree Dental Lab

Experience: Dental Lab Owner/Supervisor of Oak tree Dental Lab – 17 Years

Dental Lab Owner/Manager of Hughes Dental Lab – 35 Years

Donna LaLonde, CDT in Ceramics

Dental Technician at Oak Tree Dental Lab

Education: BFA earned from Columbus College Arts and Design

Experience: Dental Lab Technician – 35 Years

Dental Lab Co-Owner of Artistic Dental Lab in Reynoldsburg, OH – 22
Years

George Leady

Manager of Denture Department at Oak Tree Dental Lab

Experience: Denture Technician – 38 Years

Scholarships and Grants

MyCAA Scholarship - Military Spouse Career Advancement Account:

Are you a military spouse looking for an education for a great career? Check into the MyCAA scholarship! We are an approved school with all the credentials needed. Contact us for more information or go to <https://aiportal.acc.af.mil/mycaa/> to begin!

Workforce Innovation & Opportunity Act (WIOA):

We are approved providers for the grant given through this amazing program! The grant that this program offers may cover the entire tuition cost or a large part of it! Grant money does not need to be paid back. It is essentially free schooling. We have direct contacts for your county to put you in touch with. Call us now for more information!