

# ARCH Proven Process

Dental Assistant Academy

**Decide to become a dental assistant**

**1**

**Enroll in class**

**2**

**Begin your 11-week course**

**3**

**Complete in-person lab training**

**4**

**Complete your externship**

**5**

**Start your new job as a dental assistant**

**6**

**1**

## Decide to Become a Dental Assistant Because:

- You love helping people and making a difference
- You deserve to make enough money to pay your bills
- You want a respectable career with growth opportunities

**2**

## Enroll in Class

- Decide on a payment option that works best for you
- Select your start date
- Submit your application
- Pay your deposit
- Complete your Enrollment Agreement via email
- Get access to your student portal
- Submit your documents via email
  - Driver's license
  - Immunization record
  - Highschool diploma

**3**

## Begin Your 11-Week Course

- Log into your student portal (2 weeks before class)
  - In order to receive access to your portal you must have paid your deposit AND completed your Enrollment Agreement
- Online Self-Study: Complete 7 hours of learning at your own pace each week throughout the course
- Weekly Online Classes: Meet with your classmates and a professional Dental Assistant for 2 hours each Saturday via video conferencing
- Receive your At-home Lab Kit by class 3
  - Beginning class 3, start your at home hands on training during your scheduled class time with your instructor and your lab kit materials

**4**

## Complete In-Person Lab Training

- You will attend your in-person training at our regional site in Indianapolis for 2 full days of training on weeks 6 and 11 of the course
- You will learn:
  - Room setup, sterilization, tray setups, moisture control, infection control, radiographs/x-rays (PA, bitewing, FMX), pouring up and trimming impressions, curing temporary cements and crowns

**5**

## Complete Your Externship

- Combine what you have learned in the program with real world experience by showing off your knowledge and skills while shadowing and training in an operating dental office

**6**

## Start your new job as a Dental Assistant

- Our proven process has helped thousands of students enter the dental field
- We have partnerships with dental offices in your community
- Your Campus Manager will assist you with your resume, job search, interview prep, connect you with our hiring partners, and mentor you through the entire hiring process