

ARCH Dental Assistant Academy **Proven Process**

Decide to become a dental assistant

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Enroll in class

2

Begin your 12-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 12-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 Raleigh for 3 full days of training on week 6, week 11, and week 12
- 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