



Student Information Publication

The Contemporary Health Career Institute (CHCI) is a private school providing a program of study which will enable a student with little or no experience to enjoy a new career in healthcare.

The Facility

The School which is located in Exton, PA, is able to accommodate up to 24 students. Instructors are able to teach students in a modern classroom or one of seven patient treatment rooms equipped with all necessary instrumentation so as to provide the student with a complete learning experience.

The Program

The program will include courses on the following subjects, with both classroom and clinical training: instructors are able to teach students in one of seven patient treatment rooms equipped with all necessary instrumentation so as to provide the student with a complete learning experience. Lecture sessions for smaller groups may be held on the main floor, or for larger groups, a modern classroom with kitchen and lavatory is available to accommodate up to 24 students. Students will also benefit from closed-circuit clinical demonstrations utilizing digital cameras and monitors located throughout the office and in each treatment room.

- Course #1: Introduction to Dentistry and Assisting
- Course #2: Assisting for Operative Dentistry
- Course #3: Basic Assisting Needs
- Course #4: Assisting for Prosthodontics
- Course #5: Radiology; Part 1*
- Course #6: Radiology; Part 2, Midterm Exam, and Review Sessions
- Course #7: Dental Specialties In-depth; Part 1
- Course #8: Dental Specialties In-depth; Part 2
- Course #9: Doctor+Assistant+Hygienist; "The Team Approach"
- Course #10: Final Exam, Job Preparation, and Graduation

Academic Policies

- Attendance is imperative; if a student must miss a course they must contact the school. It will be the student's responsibility to make arrangements with the instructor to review the course material missed prior to the start of the next course.
- The student will be graded on completion of all assigned materials each week as well as receiving a clinical assessment/evaluation. If the student receives a passing grade in accordance with the grading policy, the student is given credit for passing that course. No charge will be made for makeup classes during these times.
- Students must achieve a 70% or above on each course to receive a diploma.
- There is no guarantee that courses completed at CHCI will transfer to another educational program.
- Please refer to the enrollment agreement for additional school policies.
- Photographs are occasionally taken during class. Photographs or electronic images may be used with or without a fictitious name for educational or advertising purposes. The school is not responsible for any liability resulting from the use of these images.

Behavior Policies

Class cuts: Class cuts are not permitted and shall be recorded as an absence.

Tardiness: Any student not physically present at the start of the scheduled clinical period will be considered tardy, and the time out of class will be recorded.

Student Conduct: Since students are being prepared for a work environment, they are expected to dress and conduct themselves in a responsible manner conforming to generally accepted standards of employment. The student is also expected to abide by all of the school's policies in the Student Enrollment Agreement. Violation of school policy may result in termination, suspension, or other appropriate action. In the event of termination, a refund will be given in accordance with the refund policy set forth in the Student Enrollment Agreement.

Cell Phone Usage: Students are expected to give their full attention to instructors. All mobile devices must be silenced and stored out of sight during classroom and hands-on instruction. Students will not be permitted to send text messages during in person class. Mobile devices may be used during breaks.

Smoke-free School: CHCI is a smoke-free facility. No smoking will be permitted on the CHCI premises.

Dress Code: Students are expected to follow the prescribed dress code. This includes a scrub type uniform and clean sneakers or uniform shoe (no requirements on color, brand or style of scrub type uniform)

Readmission Policy: Students who are terminated by the school for academic, disciplinary, or attendance reasons as set forth by school policy may request re-entry within ten weeks of the date of termination. Such request must be in writing to the school director and set-forth valid reasons for granting the request. This request will be reviewed and the student notified of the Director's decision. This policy does not apply to voluntary withdrawals.

Appeal of Determination: Students may appeal a determination by submitting a letter to the school director. The appeal must be based on the existence of extenuating circumstances. Extenuating circumstances may include but are not limited to, severe medical problems and an extended period of illness.

Term Scheduling / Term Sequence: The sequence in which a student progresses through the program is determined by the school administrator and may not coincide with the sequence listed in the catalog.

Termination: A student is subject to termination for violation of the following;

- A. Destroying or damaging school property
- B. Abusing any illegal drugs or alcohol.
- C. Failing to meet all financial obligations to the school.
- D. Cheating on a school examination
- E. Engaging in any unlawful or improper action.
- F. Acting with disrespect toward any member of the school staff or another student.
- G. Violating any of the conditions set forth in the signed Enrollment Agreement.

Enrollment Procedure

Individuals interested in a program at CHCI are asked to schedule a phone interview and/or tour of the facility during which time any questions they may have will be answered. Following completion of the enrollment agreement, and the submission of a \$150 registration fee to CHCI, the student will be admitted into the program at the time of registration. **CHCI accepts cash, check, or Credit Card.**

Graduation

Following successful completion of all academic and tuition requirements, and receipt of a passing grade in all courses (a grade of 70% or higher for each course), each student will be awarded a diploma, a school pin, and a letter of recommendation from CHCI.

Refund Policy

- An applicant rejected by the school is entitled to a refund of all monies paid. The date for refund calculation is the last date of recorded attendance or the date the student requests cancellation.
- The registration fee is fully refundable if the student notifies the school of their intent to withdraw within 5 calendar days of the registration date.
- A full refund will be made if the student withdraws prior to the start of the program. However, the \$150 registration fee is not refunded if 5 calendar days have passed since the registration date.
- A 90% refund will be issued if the student completes up to and including 10% of the program prior to withdrawal (less registration fee).
- A 55% refund will be issued if the student completes more than 10% but less than 25% of the program prior to withdrawal (less registration fee).
- A 30% refund will be issued if the student completes between 25% and 50% (less registration fee).
- No refund will be issued for students completing more than 50% of the program.
- A student who is dismissed from the school for disciplinary reasons will receive a refund in accordance with the above policy.

***Radiation Health & Safety Exam**

Our course will help to prepare students for the Radiation Health and Safety (RHS) exam offered. Preparation will include lecture and clinical training, as well as a review of the test application and requirement. Each student will be provided with a copy of the guide at no additional cost. The instructor will assist the candidates in completing and submitting their application. The student will be responsible for the \$270 RHS exam registration fee.

Distribution Method for the Course

Classroom and Clinical instruction:		Midterm & Final Examination:	
Attendance Clinical:	30%	Attendance Clinical:	10%
Evaluation Written:	35%	Evaluation:	45%
Quiz:	35%	Written Evaluation:	45%

Grading Scale

A:	90-100%
B:	80-89%
C:	70-79%
D:	60-69%
F:	59% and under

Payment Options

The total cost of the program is \$2,895 which includes a \$150 registration fee, tuition, all textbooks, materials and supplies. This payment can be made using any of the following options:

- \$2,895 at the time of registration
- \$150 at the time of registration, \$2,745 at the first class
- \$150 at the time of registration, \$550 payable at each of the first four classes; and \$545 at the fifth class
- CHCI does not charge interest or late fees. A student who is delinquent on a payment plan is in violation of the behavior policy and is subject to termination from the program.

2025 Dental Assisting Calendar

Spring 2025: Class #81

02/09/2025 – Course #1: Introduction to Dentistry and Assisting
02/16/2025 – Course #2: Assisting for Operative Dentistry
02/23/2025 – Course #3: Basic Assisting Needs
03/02/2025 – Course #4: Assisting for Prosthodontics
03/09/2025 – Course #5: Radiology
03/16/2025 – Course #6: Midterm Exam and Review Sessions
03/23/2025 – Course #7: Dental Specialties in Depth: Part 1
03/30/2025 – Course #8: Dental Specialties In depth: Part 2
04/06/2025 – Course #9: Doctor + Assistant + Hygienist
04/13/2025 – Course #10: Final Exam and Graduation

Summer 2025: Class #82

04/27/2025 – Course #1: Introduction to Dentistry and Assisting
05/04/2025 – Course #2: Assisting for Operative Dentistry
05/11/2025 - No Class; Mother's Day Weekend
05/18/2025 – Course #3: Basic Assisting Needs
05/25/2025 - No Class; Memorial Day Weekend
06/01/2025 – Course #4: Assisting for Prosthodontics
06/08/2025 – Course #5: Radiology
06/15/2025 – Course #6: Midterm Exam and Review Sessions
06/22/2025 – Course #7: Dental Specialties in Depth: Part 1
06/29/2025 – Course #8: Dental Specialties In depth: Part 2
07/06/2025 - No Class; Independence Day
07/13/2025 – Course #9: Doctor + Assistant + Hygienist
07/20/2025 – Course #10: Final Exam and Graduation

Fall 2025: Class #83

07/27/2025 – Course #1: Introduction to Dentistry and Assisting
08/03/2025 – Course #2: Assisting for Operative Dentistry
08/10/2025 – Course #3: Basic Assisting Needs
08/17/2025 – Course #4: Assisting for Prosthodontics
08/24/2025 – Course #5: Radiology
08/31/2025 - No Class; Labor Day Weekend
09/07/2025 – Course #6: Midterm Exam and Review Sessions
09/14/2025 – Course #7: Dental Specialties in Depth: Part 1
09/21/2025 – Course #8: Dental Specialties In depth: Part 2
09/28/2025 – Course #9: Doctor + Assistant + Hygienist
10/05/2025 – Course #10: Final Exam and Graduation

Winter 2025: Class #84

10/12/2025 – Course #1: Introduction to Dentistry and Assisting
10/19/2025 – Course #2: Assisting for Operative Dentistry
10/26/2025 – Course #3: Basic Assisting Needs
11/02/2025 – Course #4: Assisting for Prosthodontics
11/09/2025 – Course #5: Radiology
11/16/2025 – Course #6: Midterm Exam and Review Sessions
11/23/2025 – Course #7: Dental Specialties in Depth: Part 1
11/30/2025 – Course #8: Dental Specialties In depth: Part 2
12/07/2025 – Course #9: Doctor + Assistant + Hygienist
12/14/2025 – Course #10: Final Exam and Graduation