

## **Believers and Achievers Dental Administration Training Academy**

### **Disclosure Table**

Disclosure Category	Details
Institution Name	Believers and Achievers Dental Administration Training Academy
Institutional Type	Private Business Vocational School (PBVS)
Program Name	Dental Administrative Assistant Training Program (DAAT) CIP CODE: 51.0705 - Medical Office Management/Administration
Program Overview	The DAAT Program is designed to prepare individuals for careers as dental administrative assistants, addressing the growing demand for skilled professionals in the dental healthcare sector. This entry-level program provides comprehensive training that equips students with essential knowledge and practical skills to succeed in dental front-office roles.
Program Length	12-Week Dental Administrative Assistant Training
Institution Start Dates	<p>The academy offers DAAT training courses three 3-times a year. Courses generally begin on the first Monday of January, April, and July. However, these dates are subject to change based on program requirements and enrollment.</p> <ul style="list-style-type: none"> <li>• January Session: First Monday in January</li> <li>• April Session: First Monday in April</li> <li>• July Session: First Monday in July</li> </ul>
Mode of Instruction	Instructional In- Person Classroom Training, with Coaching student assistance
Program Goals & Objectives	<p><b>Our Goals</b> is to prepare students to go from the classroom to the workplace quickly by providing them with the hands-on training needed to work in dental practice.</p> <p>We strive to offer dental administrative assistant training that allows an individual to complete training and seek employment in the shortest amount of time possible. Students are instructed on the actual dental office software in order to become familiar with the work before their first day as a dental administrative assistant.</p>
Grading Policy	<p><u>A: 90 – 100%, B: 80 – 89%, C: 70 – 79%, D: 60 – 69%, F: Below 60%</u></p> <p>A passing grade is required to successfully complete the DAAT Program. Students who fall below average 70% will be required to meet with their instructor for further guidance.</p>

	<p>Students in the <b>DAAT</b> Program will be graded based on the following criteria:</p> <ul style="list-style-type: none"> <li>• Class Participation (20%): Active involvement in discussions, group work, and activities.</li> <li>• Assignments (30%): Completion of assigned tasks and projects within the designated timeframe.</li> <li>• Exams/Quizzes (40%): Regular assessments will test the students' understanding of key concepts and skills.</li> <li>• Practical/Clinical Performance (10%): Evaluation of skills demonstrated during hands-on training sessions or clinical labs.</li> </ul>
Accreditation /Approval	<p><b>Believers and Achievers Dental Administration Training Academy</b> is <b>Not</b> accredited by a US Department of Education recognized accrediting body: We are approved though IBHE Illinois Board of Higher education. We keep our dental providers and students current in the oral healthcare industry by conducting regular surveys with both groups to assess and update program needs. Additionally, we hold monthly meetings with local providers and affiliates to stay aligned with industry standards and developments.</p>
WIOA Approved	Yes, we are an approved (WIOA) Training Provider
Tuition & Fees	<p>The total cost of the course is <b>\$6,130.00</b>, including texts and all required course materials. Of that cost, \$1,000.00 is a registration fee, due at the time of the Enrollment Agreement, and is partially refundable three (3-7) business days after signing the Enrollment Agreement. It is required that the payment for materials and supplies be made in full one (1) week prior to the first day of class if no special payment arrangements have been made prior to that date. The materials and supplies are required to start the course. Once the student receives their materials and supplies, they cannot be returned. Some of the items are labeled and in a special order for each student. Costs are subject to change with notice based on the cost of the supplies.</p>
Additional Costs	<p>There is a non-refundable application fee of \$25. There is an additional cost to purchase a lab coat if student wishes to purchase a lab coat it is not included in the tuition fees.</p>
Refund Policy	<p>In accordance with the <b>Illinois Private Business and Vocational Schools Act of 2012 (Public Act 97-650)</b>, which mandates a <b>fair and equitable</b> refund policy, the institution follows all regulations set forth by the <b>Illinois Board of Higher Education (IBHE)</b>. This ensures that students who withdraw from the program receive refunds in compliance with state guidelines.</p> <ul style="list-style-type: none"> <li>• The policy is clearly communicated to students before enrollment, allowing them to make informed decisions.</li> </ul>

	<ul style="list-style-type: none"> <li>• Students who withdraw are refunded the remainder of their tuition, minus the non-refundable fees, according to the stated refund schedule.</li> </ul> <p><u>Refund for Tuition:</u></p> <ul style="list-style-type: none"> <li>• The policy is designed to balance fairness to students. If a student withdraws from the program within the first 25% of the course duration, they are eligible for a 50% refund of tuition.</li> <li>• If a student withdraws between 25% and 50% of the course duration, they are eligible for a 25% refund of tuition.</li> <li>• No refunds will be granted after 50% of the course duration has passed.</li> </ul>
Graduation Eligibility	<p>To successfully graduate from the DAAT Program and receive a certificate of completion, students must meet the following criteria:</p> <ul style="list-style-type: none"> <li>• <u>Attendance:</u> Complete all scheduled class hours, including any required make-up sessions.</li> <li>• <u>Academic Performance:</u> Maintain a cumulative grade of 70% or higher.</li> <li>• <u>Clinical/Lab Hours:</u> Successfully complete all clinical/lab hours with satisfactory performance.</li> <li>• <u>Final Exam:</u> Pass the final exam with a score of 70% or higher.</li> <li>• <u>Clear Financial Obligations:</u> Ensure all tuition and fees are paid in full prior to graduation.</li> </ul>
Career Assistance/Support	<ul style="list-style-type: none"> <li>• We provide resources and support to help graduates find suitable employment. Job placement is not guaranteed .</li> <li>• Services include resume writing workshops, interview preparation, and job search assistance.</li> <li>• We have partnerships with dental offices and organizations that may offer opportunities for externships or entry-level positions. Graduates are encouraged to utilize these resources.</li> </ul>
Certification Eligibility	<p>We are a certificate Training Program: <u>Certification:</u> The (DAAT) program prepares students to sit for the Certified Dental Office Assistant (CDOA) Exam provided by the National Career Certification Board (NCCB). These certifications validate competencies required for entry-level administrative roles in dental offices. It is <b>strongly recommended</b> that the student take the certification exam.</p>

<p>Financial Assistance</p>	<p>Students has the option to pay their full tuition before the program’s start date. We accept cash, credit cards, money orders, and cashier’s checks. You may apply for a student loan through our partner company below. The process can take <b>7-30 days</b>. <a href="http://www.Denefits.com">www.Denefits.com</a> 12 months No interest, Student loans must be paid to loan company. There are \$40 activation fees, and 3% application and upfront associated fees  Students interested in military grants may contact the appropriate liaisons: <a href="https://benefits.va.gov/gibill/">https://benefits.va.gov/gibill/</a> 1-888-GI-BILL-1 OR 1-800-827-1000 MyCAASchools@militaryonesource.mil 334-517-6160, option 2</p>
<p>Student Support/Resources</p>	<p>Believers and Achievers Dental Administration Training Academy is committed to supporting students throughout their educational journey</p> <ul style="list-style-type: none"> <li>• <u>Academic Coaching</u>: One-on-one sessions with instructors or assigned coaches to help with coursework, time management, and study strategies.</li> <li>• <u>Career Assistance</u>: Guidance on resume building, interview preparation, and job placement assistance.</li> <li>• <u>Tutoring</u>: Additional tutoring is available for students who require extra help with course material.</li> <li>• <u>Online Assistance</u>: Virtual classroom assistance is available for students who need help outside of regular classroom hours.</li> <li>• <u>Library Support After Hours</u>: Provide essential resources in skill-building and literacy programs and services.</li> </ul> <ul style="list-style-type: none"> <li>• Increase basic technology assistance and instruction to individuals and groups</li> <li>• Train and promote staff as experts in assisting job seekers, displaced workers, and entrepreneurs</li> <li>• Explore making additional space available in the future for small business acceleration or workforce training</li> </ul> <p>Students are encouraged to take advantage of these resources to ensure academic success and personal development.</p>
<p>Student Complaint Process</p>	<p>At Believers and Achievers Dental Administration Training Academy, we take student concerns seriously and aim to resolve issues in a fair and timely manner. If you encounter any problems or have grievances, the following process is in place:  <u><b>Procedure:</b></u></p> <ol style="list-style-type: none"> <li>1. <b>Informal Resolution:</b> Before filing a formal complaint, students are encouraged to first address their concerns with the instructor, coach, or program administrator to seek an informal resolution.</li> <li>2. <b>Formal Complaint:</b> If an issue cannot be resolved informally, students may file a formal written complaint to the program</li> </ol>

	<p>director by completing the complaint form available at the administration office.</p> <p>3. <b>IBHE Complaints:</b> If a student feels their complaint has not been adequately addressed by the program, they may contact the <b>Illinois Board of Higher Education (IBHE)</b>. Complaints can be submitted via email at <a href="mailto:complaints@ibhe.org">complaints@ibhe.org</a> or by calling (217) 557-7359. Students may also mail complaints to: <b>IBHE 1 N. Old State Capitol Plaza, Suite 333, Springfield, Illinois, 62701; Visit Website <a href="http://www.ibhe.org">www.ibhe.org</a></b></p> <p>All complaints will be addressed promptly, and students will be informed of the outcome as soon as a resolution is reached. The time required for resolution may vary depending on the nature of the complaint.</p>
<u>Surety Bond Information</u>	<p>Believers and Achievers Dental Administration Training Academy maintain a surety bond in compliance with state regulations. The purpose of this bond is to protect students in the event that the academy is unable to fulfill its contractual obligations. Should the academy close or become unable to provide the program as promised, students can seek financial restitution for prepaid tuition or fees. The surety bond does not cover damages unrelated to the academy's contractual obligations, such as personal medical expenses or voluntary withdrawals.</p>
<u>Contact Information</u>	<p>Believers and Achievers Dental Administration Training Academy  2004 Fox Drive, Suite A Champaign, IL 61820  Phone: 217-607-8191 or 217-607-1150  Email: <a href="mailto:email@baaadmintraining.com">email@baaadmintraining.com</a>  <a href="http://www.baaadmintraining.com">www.baaadmintraining.com</a></p>
<u>IBHE Information</u>	<p>IBHE 1 N. Old State Capitol Plaza, Suite 333, Springfield, Illinois, 62701  Complaint Call Line (217)557-7359  Complaint email: <a href="mailto:complaints@ibhe.org">complaints@ibhe.org</a>  IBHE Website: <a href="http://www.ibhe.org">www.ibhe.org</a></p>