

*IQ Dental Education*  
*Student Handbook*  
*2019-2020*

DENTAL RADIOLOGY



## ***Providing Excellence in Education***

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## Providing Excellence in Education

### Administrators and Staff

Sergey Kunin	President/Chief Executive Officer
Tracy E. Marsh RDH, BS <a href="mailto:Tracy.marsh@iqdental.net">Tracy.marsh@iqdental.net</a>	Director of Dental Education p. 973.400.4173
Sarah Siroka CDA, RDA <a href="mailto:Sarah.siroka@iqdental.net">Sarah.siroka@iqdental.net</a>	Instructor p. 973-400-4226

### Facility

IQ Dental Education offers a classroom, and an open Laboratory area, with 2 simulated operatories. IQ Dental prides itself on state of the art equipment, including by not limited to dental chairs, simulation manikins, radiology units and all required equipment to demonstrate proper technique. The facility is handicap accessible, including male and female lavatories.

### Academic Holiday Calendar 2018-2019

The following holidays will be observed by IQ Dental Education and classes will not be held. Holidays are not included in the contracted time and students' schedules.

#### 2019

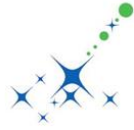
Presidents Day	February 18 <sup>th</sup>
Good Friday	April 19 <sup>th</sup>
Memorial Day	May 27 <sup>th</sup>
Summer Break	July 1 <sup>st</sup> - July 5 <sup>th</sup> (classes resume July 8 <sup>th</sup> )
Labor Day	September 2 <sup>th</sup>
Veterans Day	November 11 <sup>th</sup>
Thanksgiving	November 28 <sup>th</sup> & 29 <sup>th</sup>
Winter Break	December 23 <sup>rd</sup> – January 1 <sup>st</sup> (classes Resume January 2 <sup>nd</sup> )

Due to Holidays; online class and lab days will be extended during those times. Students will be notified in advance of any changes in scheduling.

### Program Approvals/Accreditation

IQ Dental Education' dental radiography program is approved by the Radiologic Technology Board of Examiners. Upon successful completion of this program, students are then eligible to sit for the New Jersey Department of Environmental Protection's approved Radiography examination, issued by the Dental Assisting National Board.

IQ Dental Education is approved by the Department of Education, Labor and Workforce.



***Admission Requirements***

In compliance with the Radiologic Technology Board of Examiners, IQ Dental shall only enroll a candidate who at the time of admission meets or exceeds the following requirements described in Subchapter 19 7:28-19.11:

1. Is of good moral character
2. Has successfully completed a four-year course of study in a secondary school (high school) approved by the State Board of Education or passed an approved equivalency test

In addition, IQ Dental requires the following:

1. Proof of high school diploma or GED is required. Foreign transcripts must be translated/evaluated to be shown the equivalent of at least a United States High School education. Background check will verify attendance at foreign institutions, as well.
2. Background check
3. Students must be 18 years of age to apply to become licensed in dental radiologic technology, therefore, the applicant must be eighteen years of age or older at the time he/she enrolls in the Dental Radiography Program.
4. Applicants must meet the admission criteria set forth by the school on this document and in the entire Student Handbook.
5. Accepted applicants must agree to and sign the Enrollment Agreement for Dental Radiology.
6. Applicants must complete all tuition payment requirements prior to enrollment acceptance. The majority of the didactic portion of this course is delivered in our online classroom via Canvas LMS.

Students will need access to the following:

- Internet
- Microsoft office / Power Point

***Students MUST Possess STRONG Computer Skills***



## ***Providing Excellence in Education***

### ***Course Description***

*This Dental Radiography Program is approved by the New Jersey Radiologic Technology Board of Examiners*

IQ Dental Education's Hybrid Radiology course consists of online didactic lectures, supported with contact laboratory hours. Contact hours refers to the meeting time in-class, in person.

The contact Laboratory hours totals 20; at 4 hours a week. Laboratory days will be scheduled according to which schedule each individual chooses.

The online classroom format is as follows:

Each lesson, as outlined in the Board Approved Curriculum including but not limited to; Radiation History, Radiation Physics, Quality Assurance, Film Processing and Dental Radiography Principles and Techniques, will be viewed online by way of pre-recorded videos. Each lecture is displayed in such a way that will simulate sitting in a classroom, with an experienced radiology instructor.

Individually, each lecture will contain information from the book, the PowerPoint slides, video lectures and the instructor's experience in the field as it relates to Dental Radiology.

Students will be able to replay sections, or entire lessons, giving them the opportunity to review any information they may deem necessary.

In addition to the lessons, students will be required to respond to open forum case studies appropriate to the lectures monitored by an instructor, as well as a "workbook" type assignment/quiz.

There will be designated times during the week, to accommodate student's schedules, such as Monday 12-2, Tuesday 3-5, and Friday 12-2 when an instructor will be online in a blog/chatroom setting to answer and discuss any of the week's topics or students concerns. Individual times may also be prearranged on evenings or weekends to accommodate student schedules.

Instructors will be available via email with a 24-hour response time to answer any specific questions students may have, or that they do not want discussed in a public setting.

At the conclusion of each week, the students will then be required to come to the IQ Dental facility, on the designated lab day for their chosen schedule. At that time, there will be a review with one of our Board Approved instructors. This time is meant to clarify any misunderstanding, and discuss any questions in person, or not previously addressed.



***Course Description continued...***

Students will then complete the required lab time, 4 hours per week.

At the conclusion of the “lab/review day” the students will be quizzed on the week’s lessons for an additional hour once lab has been completed.

The contact time will consist of the 4 hours required for laboratory practice, 1 hour and 30 minutes for review, lecture and testing. In addition, a 30-minute break is scheduled half way through the lab day. The total contact time for a scheduled lab day will be 6 hours.

*(Extra time may be permitted as needed, this schedule is set at minimum)*

This will repeat for 5 weeks, allowing for the required didactic and laboratory hours.

Once didactic and laboratory components are successfully completed, students will then be prepared to begin their clinical portion of the program.

**Required Hours:**

Didactic- 27 ½ (4 online and 1 ½ in person, per week)

Laboratory- 20

Clinical- requirements will be met within 30 hours, depending on students’ schedule; 2-3 weeks

This is a 5-week program consisting of 4 days online with one day lab practice at our facility in Fairfield NJ for 5 weeks. Once successfully completed, an additional 2-3-week, ~30-hour clinical rotation, is required where students will perform the necessary radiographs in order to obtain their NJ Limited Dental Radiology License. IQ Dental places students in previously approved clinical sites. Program length in total, is 8 weeks. Schedules are chosen by students. We encourage students to look and confirm they are available for the dates and times labs are offered; make up lab days are not offered without acceptable documentation.

IQ Dental offers several different options. Our class sizes will be no more than 10 students per instructor, ensuring appropriate lab time. We have 2 intraoral radiography machines that will be used during instruction, in addition to our panoramic unit (which will be only operated in DEMO mode), and the classroom, which will be used for mounting radiographs, lecture, review and non-exposure elements of the program.

IQ Dental provides graduates with the skills necessary to successfully produce quality radiographs by ensuring each student receives individualized assistance and training.

IQ Dental is creating a hybrid online learning experience, which will allow for non-traditional students who do not have the available time to sit for an “in person” classroom every day, the opportunity to further their dental career and obtain their New Jersey Dental Radiology License.



***Course Description continued...***

***Clinical Education***

Upon completion of the didactic and laboratory components with a minimum 75% grade in all areas, students will move onto their clinical component of the program.

Students of IQ Dental Education will be provided with off-site dental offices to perform the following required practice exposures:

- 2 Full Mouth Series using paralleling technique or if two full mouth series patients are not available they may be substituted with 8 Bitewings and 28 Periapical images
- 12 Bitewing (BW)/Periapical (PA) exposures using bisecting angle technique

Once students complete the practice exposures, the required exposures from The Boards Clinical Lab “Option D” must be performed;

- One Full Mouth Series using the paralleling technique
- Four exposures using the bisecting angle technique

All sites must be approved via the clinical affiliate application by the Bureau of Radiological Health; this form is sent in by IQ Education. Once approved, students and sites will be informed and given the appropriate paperwork to document practice and graded exposures.

✚ Personal monitoring devices and IQ Dental Education name badges are to be worn at all times.

✚ The clinical component must be completed with 100% to pass this course.

***Orientation***

An in person, or online orientation must be scheduled with the program director prior to the start of any classes to ensure readiness and provide clarification regarding course deliver.



***Providing Excellence in Education***

**For a Complete List of Program Start dates, please contact Ms. Sarah Siroka or our Program Director Mrs. Tracy Marsh**

**You may also reach us via email or by phone.**

**[Sarah.siroka@iqdental.net](mailto:Sarah.siroka@iqdental.net)**

**973-400-4226**

**[Tracy.marsh@iqdental.net](mailto:Tracy.marsh@iqdental.net)**

**973-400-4173**





***Grading Policy – Graduation Requirements:***

A grade of 75% or higher is required for each of the following components:

**Didactic Grade-**

- Online assessments/homework
- In house testing/quizzes must receive a score of 75% or higher to proceed

**Lab competency grading**

- 16 competencies that will be practiced and then tested on

**Final exam** (*may only be taken after successful completion of the above*)

- Written Exam with a passing score of 75% or higher
- Laboratory Full Mouth Series; choice of bisecting or paralleling
- One set of bitewings using the bisecting angle technique

All above grades will be published to students prior to starting clinical component.

100% of the clinical objectives must be met to pass this portion;

**Clinical component** (*may only be taken after successful completion of the above*)

- Fulfillment of required exposures
- Doctor evaluation



***Credits for Previous Training/Credit Disclaimer***

IQ Dental is not affiliated with any other education institutions, therefore does not accept credits from previous training. In addition, IQ Dental is not approved to offer college credits to any other institution.

***Student Transcripts***

Student records are maintained by the school Director and are available for review by the student at any time. All records are private and are handled with confidentiality. Upon graduation, students will be given a copy of their records. These records should be maintained indefinitely by the student. Student records will be maintained by the school until the school closes. At that time, records will be forwarded to the New Jersey Department of Labor and Workforce Development.

***Make-Up Work***

Students at IQ Dental Education are required to attend all online lectures, as well as in person Laboratory class days.

Daily online assignments will receive a 10-point deduction per day late, up to the next in person scheduled lab day.

Once materials have been tested in house, no past/late assignments will be accepted.

Students must pass each week with a 75% or higher. If the students average does reflect at least a 75% competence or higher, the student will need to repeat the weeks work, when next offered.

***Probation Policy***

The State of New Jersey Requires Radiology students to meet a minimum of 75% to pass the Dental Assisting National Boards Radiation Health and Safety Exam for Licensure. IQ Dental Education requires students maintain a 75% at minimum to move forward in the program, thus improving the student's success rates. Any student who does not successfully complete assignments, labs or tests with the appropriate average will be required to repeat the week's lessons, ensuring information is understood before moving on to new information.



***Incomplete Grades/Program Withdrawal***

Students who withdraw from the program will be given a “W” on their transcript. The course is not broken down into subjects, there is only one grade given for the program. If a course is not finished, the student will be given an incomplete, “I” until officially withdrawing from the program. Students who wish to withdraw from the program will be required to retake the course in its entirety. Students are responsible to officially withdraw from the program, in writing, to be considered for future re-entry.

***Instructor Evaluation Techniques***

Instructor evaluations are conducted by students at the end of every program. Evaluations are reviewed by the Director and used to improve instructor quality.

***Didactic and Laboratory Grade Calculations***

Grades are placed into an excel grade sheet and calculated as follows:

Online Assignments=10% There are 23 assignments that will be added and then divided by 23 to reach an average. That average will be added to the final grade with a 10% value.

Lab/Competencies=20% There are 16 assignments that will be added and then divided by 16 to reach an average. That average will be added to the final grade with a 20% value.

Quizzes=20% There are 4 assignments that will be added and then divided by 4 to reach an average. That average will be added to the final grade with a 20% value.

Final Bitewings=10% There is 1 assignment that will be added to the final grade with a 10% value.

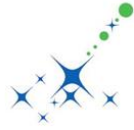
Final FMS (choice of paralleling or bisecting) =10% There is 1 assignment that will be added to the final grade with a 10% value.

Final Clinical Evaluation= 10% There is 1 assignment that will be added to the final grade with a 10% value.

Final Written=20% There is 1 assignment that will be added to the final grade with a 20% value.

\*\*Quizzes and Laboratory Competencies may be eligible for 1 retake, situation specific. Labs will be practiced prior to final graded evaluations. Final Written Exams will not be offered to retake.

**Clinical Objectives must all be met with a grade of 100%**



***Dental Radiology Certification Program***

Course Application Fee \$75.00  
*(Includes required background check, & processing fee-nonrefundable)*

***Tuition and Course Requirements:***

Dental Radiology Course Tuition \$195.00

***Additional Mandatory Components Required to Obtain Certificate:***

Lab Fee \$320.00  
Dental Assisting National Board Radiation Health and Safety Exam \$250.00  
Dental Radiography Course Textbook \$70.00  
Online Course Materials \$400.00  
NJ Radiologic Technology Board Required Identification Badge \$15.00  
Personnel Radiation-Monitoring Device \$100.00

**\*\*Course Total \$1425.00**

*\*There will not be any additional, or hidden fees during this course\**

***Grants, Loans and Scholarships***

IQ Dental Education does not award grants or scholarships at this time. We do not assist students with obtaining student loans, at this time.



# Providing Excellence in Education

## Academic Application

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Last First M.I.

Address: \_\_\_\_\_  
Street Address Apartment/Unit #  
City State ZIP Code

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Preferred Start Date: \_\_\_\_\_ Social Security No.: \_\_\_\_\_

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Do you currently work in a Dental Office YES NO If yes, where? \_\_\_\_\_  
  (Office name)

If yes, will your office allow you to complete your clinical portion in the office YES NO

### Education

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES NO Diploma: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES NO Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES NO Degree: \_\_\_\_\_

\_\_\_\_\_



**Providing Excellence in Education**

References

Please list three professional references.

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Employment Information

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ :

May we contact your supervisor for a reference?

YES

NO

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## ***Providing Excellence in Education***

### ***Moral Character Statement***

IQ Dental Education requires all prospective students to submit to a background check

Perspective Students will be charged a \$75.00 application fee, which will allow for the necessary background check.

Background Check will include:

- SSN Trace
- County Criminal Search
- Federal Criminal Search
- Multi-State Criminal Search
- Sex Offender Search
- OIG/SAM Healthcare Sanctions
- Education Verification see below\*\*

Once the report is approved, students will then be prompted to choose a schedule that best suits their needs.

IQ Dental Prides itself on Professionalism and produces a high standard of Dental Radiology Technicians into the Dental Industry.

- The Dental Assisting National Board has an additional good moral character questionnaire that will need to be submitted for the application to take the Radiation Health and Safety Exam.
- The New Jersey Department of Environmental Protection also has additional moral character statements in the application for examination or license in limited Radiography.
- IQ Dental does require proof of graduation. Copy of high school diploma or GED will need to be provided prior to enrolling in a class. Foreign transcripts must be translated/evaluated to be shown the equivalent of at least a United States High school education. Background check will verify attendance at foreign facilities, as well.



### ***Attendance Policy***

Students must complete all course requirements and must achieve a minimum passing score of 75% or greater. Students are expected to attend every class session for which they are registered. Attendance is taken, recorded, and maintained for each course by instructors. Online attendance is recorded, daily. Students are required to participate in Case Study discussions at minimum once a day to be credited for their attendance. Lessons are laid out 4 days a week and require active participation. Daily online assignments will receive a 10-point deduction per day late, up until the next scheduled lab day. Once materials have been tested in house, no past assignments will be accepted. 1 day a week is scheduled for lab. There are only 5 lab days scheduled for this course and each one is MANDATORY. There will be no exceptions. Any tests given on these days will not be offered if missed.

**If a student fails and chooses to reapply for the course, tuition and other fees will be required. Failure to attend online classes or lab days will result in a failing grade.**

### ***Tardiness Policy***

IQ Dental Education is preparing students for a career in dental health. We encourage students to treat each lab day as a day in the field, therefore arriving late to class is unacceptable. It is disruptive to the teacher, fellow students and interrupts the very specific timeline required to gain all of the information necessary to succeed.

Students who are late are required to spend additional time with the instructor to assure the student is knowledgeable in the information. Students who miss more than 1 hour of lab will need to repeat the week, and will in turn extend their program.

IQ Dental Education advises students to arrive 15 minutes early for lab days, as they will need to do once working in the dental field.

### ***Leave of Absence***

There is no Leave of Absence status for IQ Dental Students. *\*\*Extreme cases will be reviewed on individual cases*

### ***Pregnancy***

If a student voluntarily declares pregnancy in writing, while a student at IQ Dental requires a note from the student's doctor allowing them to participate. Radiation exposure and the risk during pregnancy requires students to wear personal monitoring devices at waist level if the student chooses to complete the program, while pregnant. Monitoring report will be provided within 7 days of being in IQ Dental's possession. Please see Radiation Requirements in the Clinical Education Policy for more detail concerning Radiation exposure.





### ***Clinical Education Policy***

Students of IQ Dental must successfully complete the laboratory and didactic portions of the program with a minimum grade of 75% to begin the clinical component.

Students must be under direct supervision (in the room) of a licensed dentist, registered hygienist, or a licensed radiologic technologist at all times when performing radiographic procedures at clinic.

Clinical sites will be appointed to students in relation to availability, and location. Once a site has been confirmed, IQ Dental will send the necessary clinical affiliate form containing the school permission statement, to the state to approve said student to take radiographs at that site. Once approved by the state, students and sites will be notified and the student may then, only after written approval from the state, begin to perform the required radiographs and radiographic procedures under direct supervision.

Students will be allowed 30 hours to complete their clinical education, once the permitted time has ended, no radiographic activities may be performed until licensed with the state of New Jersey.

Students are not permitted to take any radiographic exposures besides those permitted for the clinical facility they are assigned to.

IQ Dental Education student identification badges provided to students must be worn at all times during the clinical hours.

IQ Dental Education provides students with personal monitoring devices which must be worn when in clinic.

The board's Paralleling and Bisecting Angle Technique Clinical Competency Evaluation Forms will be used to determine competency.

Students may not be scheduled to replace or act as a substitute for radiologic technologists.

All clinical education sites must follow IQ Dental's policies, specifically:

- No student is to be standing in the primary beam.
- No student should remain in the room where exposures are being taken.
- Students are not permitted to engage in any situations resulting in extra exposure to ionizing radiation.
- Students are not to take part in fluoroscopic or portable radiographic procedures
- All activities must be performed in accordance with IQ Dental Policies.

Students may only perform radiographic procedures with a valid LRT license from the State of NJ. Once their clinical internship is completed, the students will return to the school for their final evaluations and completion of all paperwork.



***Refund Policies***

There is a non-refundable registration fee of \$75.00. Tuition will be refunded on a pro-rata basis calculated via weeks completed. The student will be responsible for 100% of the cost of books, lab materials, online course materials, and other costs as mentioned on page 12. If the National exam has not been taken, at time of withdraw, a refund will be given for the national exam.

***Termination Policy***

IQ Dental reserves the right to terminate a student's enrollment when:

- Financial agreements are not kept
- Attendance and grades do not meet state minimum
- Students are destructive to other students, employees or property

***Reinstatement Policy***

Any students wishing to re-enter needs to send a request in writing, stating how their re-entry will end successfully. If approved the student will be permitted to select a schedule that best meets their needs.

***Code of Conduct***

IQ Dental does not offer suspensions or probation. Any unacceptable behavior as described above will result in termination.

***Personal Property***

IQ Dental will not assume responsibility for any lost or damaged property.

***Substance Abuse***

Any chemical substances found will result in termination. Authorities will be notified, if appropriate.

***Dress Code***

IQ Dental Education provides students with an IQ Dental Education Student scrub top. Students may wear their choice of scrub pants, with sneakers or other closed toe shoes.

Provided scrubs are required at all times, as to identify as students.

Cell phones will not be permitted during labs, testing or during clinic hours.



## ***Radiation Requirements and Policies***

As per Subchapter 19, IQ Dental Education Limits Radiation exposure to those who are:

- Current students in IQ Dental's Board approved Radiology Program
- Acting within IQ Dental's Board Approved Curriculum
- Identified to the board, as filed by IQ Dental
- In a Board approved clinical office setting
- Working only under direct supervision of a Dentist, Hygienist, or Licensed Radiology Technician, board approved.  
\*\*Direct supervision as defined in the NJAC requires a supervisor to be in the room with the student to supervise and observe the procedures.

Any teacher, Instructor or supervisor in lab or clinical settings, acting within the scope of their licenses to provide direct supervision to IQ Dental students, including evaluation of:

- Students' understanding and proficiency
- The condition of the patient in relation to the students' knowledge and aptitude
- And approval of all radiological images and data.

***All procedures are performed under direct supervision (in the same room) of a licensed dentist, licensed dental hygienist, licensed dental radiologic technologist, or registered dental assistant with an x-ray license.***

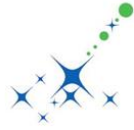
IQ Dental will assign students to clinical education sites, however, not to work as a temp or to replace radiologic technologists.

IQ Dental Education will regulate the number of students scheduled at each site in accordance with the board's approval.

Any IQ Dental Student is required to wear visible name badges, identifying them as students at IQ Dental Education.

Students may not engage in the practice of radiologic technology procedures after clinic until licensed by the New Jersey Radiologic Technology Board of Examiners.

Personal Radiation Monitoring devices, provided by IQ Dental, must be worn at all times, including clinical hours. Students will be notified of exposure readings within 30 days of IQ Dental receiving completed report. A \$75 fee will be charged to any student who loses or does not return dosimetry badge upon course completion.



All clinical education must follow IQ Dental's policies between the facility and IQ dental. Specifically:

- No student is to be standing in the primary beam.
- No student should remain in the room where exposures are being taken.
- Students are not permitted to engage in any situations resulting in extra exposure to ionizing radiation.
- Students are not to take part in fluoroscopic or portable radiographic procedures
- Students are not permitted to take x-rays on other students at ANY time
- Students are not permitted to hold XCP during patient exposure
- Limit X-ray procedures to patients only for diagnostic purposes
- A student may not repeat an exposure unless a Doctor deems necessary.

Student exposure to radiation shall not exceed any of the occupational limits prescribed in N.J.A.C. 7:28-6.1. [N.J.A.C. 7:28-19.13(f)13]

- The annual total effective dose equivalent limit is 5 rem (0.05 Sv).
- The annual dose limit to any individual organ or tissue other than the lens of the eyes is 50 rem (0.5 Sv).
- The annual equivalent limit to the lens of the eye is 15 rem (0.15 Sv).
- The annual shallow-dose equivalent limit to the skin of the whole body or to the skin of any extremity is 50 rem (0.5 Sv).
- The annual occupational dose for minors (i.e., under 18 years of age) is 10 percent of the annual dose limits specified above.
- 

Students shall be informed of their readings within 30 days of IQ Dental receiving the complete record of radiation exposure from Mirion.

In the event that a student receives an exposure of 50 mrem (0.5 mSv) or greater on any monthly radiation dosimetry report, or an exposure that exceeds any of the occupational limits in N.J.A.C. 7:28-6.1, IQ Dental will begin an investigation to find the cause and prevent recurrence of the exposure. (see N.J.A.C. 7:28-19.13 (f)13 for additional Requirements.) Upon exiting the program each student will receive history of exposure within 90 days.





## ***Dispute Resolution/Student Complaint and Appeal Process***

Any student at IQ Dental Education that has a complaint or would like to appeal a dismissal must request an appointment, in writing, for an interview with the school Director, Mrs. Marsh, or President, Sergey Kunin.

If the student is being dismissed the letter must be received within 5 business days of dismissal to be considered for re-admission.

The following information is required:

- ❖ Student's full name, last four digits of their social security number and current address
- ❖ A statement of the concern including dates, time, instructors, and if applicable, other students.
- ❖ Date of complaint letter and signature of the student
- ❖ Three (3) dates in which the student would be available for a meeting with the school director. These dates should be within ten (10) business days of the complaint.

The student will be notified in writing of the decisions resulting from the meeting within five (5) business days of the meeting.

“In the event of an unannounced school closure, students enrolled at the time of the closure must contact the Department of Labor and Workforce Development’s Training Evaluation Unit within ninety (90) calendar days of the closure. Failure to do so within the ninety (90) days may exclude the student from any available form of assistance. The contact number to call is (609) 292-4287.”