



Dental Administration Certificate Programs

**Learn.
Grow.
Succeed.**



Evolve Dental Academy provides professional education and certification in Dental Administration. Our training prepares students to work as confident and capable Dental Administrators.

- **Accelerated Program**

Start working within a matter of months. Evolve's course duration is 17 weeks and can be completed faster based on your schedule. We also have an option to take up to 12 months on a part-time schedule.

- **Accredited Curriculum**

Evolve's Dental Business Administration course is accredited through Alberta Advanced Education.

- **Fully Online**

All coursework is delivered and completed online. Learn when and where works for you, with no set schedule.

- **Instructor Support**

Receive unlimited instructor support by phone and email, with extended hours of availability evenings and weekends so you can get the help you need when you need it.

- **Employment Transition Support**

Evolve provides professional resume writing services, interview preparation, working practicum assistance, and job search guidance to help you land a great role in Dental Administration.

- **Flexible Payment Options**

Payment options are available to spread out tuition payments.

Benefits of Learning with Evolve

Online learning provides additional benefits compared to a traditional classroom. See how Evolve's delivery platform contributes to the success of our students in the program and the workplace.

Online Delivery.

Evolve's programs are provided online and can be accessed anywhere with an internet connection. This allows our students the freedom to take the course when and where works best for them.

- Course material is provided via an e-book that can be read on multiple devices or printed.
- Self-assessment quizzes and worksheets, online and printable, provide students with exercises to check their knowledge and understanding of the material.
- Dental software is taught through online video tutorials, providing students with step-by-step instructions to learn the powerful Dentrrix Dental Management software. Practice exercises allow students to hone their skills and be ready for work in an office.

Work at your own pace.

Students learn differently and may excel at certain components, while needing more time on others. Evolve's online course allows you to take the time needed on difficult areas, and speed through content that's easier.



Evolve graduates had a 100% employment rate in 2021.

100% of Evolve graduates were employed as Dental Administrators within 3-months of completing the program.

Instructor Access.

This is a distance-learning program, but students are not alone. Evolve offers unlimited one-on-one access to instructors via telephone, email, video conference, or remote log-in sessions.

All coaching is specific to each individual student and suited to their learning needs.

We're available by appointment from 7:00 am to 7:00 pm MST, so students have the opportunity to interact with their program instructor for further discussion on course topics or get assistance in navigating materials and assignments.

Develop Industry Skills.

Many qualities of the successful dental administrator directly correlate with skills developed learning online, include;

- the ability to self-motivate and work independently,
- read and interpret instructions and data,
- practice resourcefulness and research skills,
- show proficiency in using technology, and more.

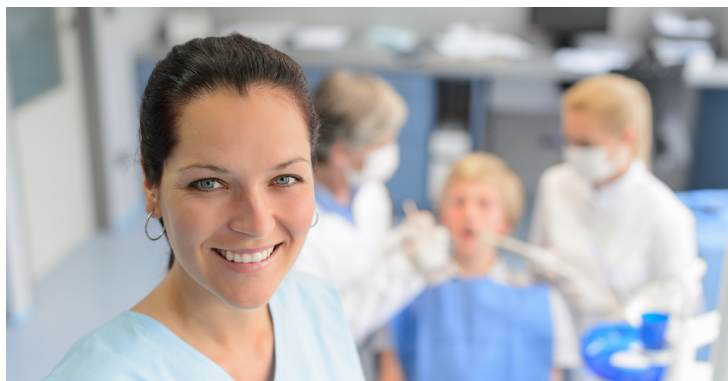
Testing for the Real World.

Our program focuses on real-life skills required to be an effective dental business administrator, not memorization and regurgitation.

An entry-level administrator must learn how to use foundational knowledge to handle a variety of unexpected situations and interactions throughout each day.

Evolve uses assignments and testing that assess whether students have an understanding of the concepts and can apply those concepts to the workplace.

Evolve Dental Administration Course Curriculum



Evolve's curriculum focuses on the critical elements that make the most successful dental administrators.

Unit 1: Intro to Dentistry, Communication, Legalities and Infection Control

- The Dental Team and Dental Specialties
- Aspects of the Administrative Role
- The Communication Process
- Communication Barriers and Effective Communication Techniques
- Interpersonal Skills and Competencies of the Dental Administrator
- Written Communication Techniques
- Accreditation and Education for Dental Professionals
- Legal Considerations for the Dental Team
- Privacy Laws and Code of Ethics
- Methods of Disease Transmission
- Infection Control and Standard Precautions in the Dental Setting
- Sterilization Practices and Waste Management Techniques

Unit 2: Clinical Knowledge and Practices for the Administrative Role

- Clinical Terminology and Abbreviations
- Facial Anatomy and the Oral Cavity
- Parts and Tissues of a Tooth
- Types of Dentition
- Tooth Location Identification
- Types of Teeth and Identifying Characteristics
- Tooth Nomenclature and Numbering Systems
- Surface Identification
- Deciphering Dental X-rays
- Common Dental Procedures
- The Importance of Preventive Care

Unit 3: Patient Records, Scheduling Management and Dental Procedure Codes

- Clinical Terminology and Abbreviations
- Facial Anatomy and the Oral Cavity
- Parts and Tissues of a Tooth
- Types of Dentition
- Tooth Location Identification
- Types of Teeth and Identifying Characteristics
- Tooth Nomenclature and Numbering Systems
- Surface Identification
- Deciphering Dental X-rays
- Common Dental Procedures
- The Importance of Preventive Care

Unit 4: Financial Processes, Billing and Dental Claims Management

- Financial Terminology and Abbreviations
- Understanding Insurance Benefits in Canada
- Dental Fee Guides
- Patient Education and Responsibility
- Financial Policies
- The Insurance Benefits Booklet
- Dental Claims Submissions
- Managing Claim Delays and Denials
- The Billing Process

Unit 5: Systems Management and Scripting

- Managing Administrative Systems
- Chart Auditing
- Professional Wording
- Conflict Management
- Scripting for the Workplace

Unit 6: Dental Software

- Practice Customization
- Patient Information Management
- The Appointment Schedule
- Billing and Financial Processes
- Treatment Planning
- Clinical Charting
- Reporting and Systems Management

Unit 7: Employment Preparation and Transition

- Routine and Day to Day Operations
- Time Management and Productivity
- Employment Preparation
- Workplace Transition
- Cover Letter and Resume Writing
- Interview Techniques

Dental Business Administration Certificate Program

The Dental Business Administration course is a full-time, 17 week program, licensed by Alberta Advanced Education. It qualifies for Alberta Student Aid for Alberta residents.

Delivery

Distance Education | Online
Instructor Supported | Individualized Coaching and Support

Licensing and Financial Aid

Licensed Vocational Program through Alberta Advanced Education
Financial Aid Eligible (Alberta Residents)
Tuition Fees Tax Deductible

Availability

Canada-Wide
*Excl. QC, YT, NT, NU

Course Commencement

Continuous Intake
Course Access provided within 24 hours of Registration

Graduation Requirements

Passing Grade - 70% Overall

Duration

17 Week Maximum
Approx. 400 Hours . Self-paced Schedule .
Full-time.

Program Fees

Tuition Fees
Payment in Full: \$2800
Payment Plan: \$750/Month x 4 Months (\$3000)

Tuition Fees Include:

- Registration, Administrative Fees and GST
- All Course Textbooks and Materials
- Learning Edition Dental Software and Study Guide
- Instructional Videos
- Unlimited Instructor Support During and After Program Completion
- Employment Preparation and Transition Assistance

*Lender Computer: \$400.00
Includes Shipping and \$200.00 Refundable Deposit

Lender computers are available for those without access to a Windows-based operating system, required for Dentrix software in Unit 6.

Ready to join the Dental Industry?

Working in the Dental Industry has many benefits:

- Highly competitive salary.
- Flexible hours.
- Career advancement opportunities.
- Job security.



Admissions

Academic Requirements

General Admissions

- 18 years or older as of Course Commencement
- Proof of Alberta High School Diploma or Out of Province Equivalent
- Proficient in both Written and Spoken English

Mature Admissions

- 21 years or older as of Course Commencement
- Mature Student Testing in Reading and Arithmetic (Online Examination \$25.00)

English Language Proficiency Requirements

Applicants whose native language is not English will be required to show proficiency in Canadian Language Benchmarks - Stage III.

Technology Requirements

This online program requires students have access to a computer with Internet Access, Microsoft Word and Adobe Reader.

Software Compatibility - A Window's based Operating System is necessary for compatibility with the Dentrix Learning Edition Software used in this program.
(iPad and Mac are not compatible).

Not sure if your computer is software compatible?
Contact admin@evolvedentalacademy.com with the make and model of your computer, and we'll find out for you.

Dental Office Administration Program

The Dental Office Administration program allows students to take individual courses as required. A certificate can be earned by completing all modules within a 12 month period.

Delivery

Distance Education | Online
Instructor Supported | Individualized Coaching and Support

Licensing and Financial Aid

Evolve's Dental Office Administration course does not require or hold provincial licensing. Financial Aid options are not available.

Availability

Canada-Wide
*Excl. QC, YT, NT, NU

Course Commencement

Continuous Intake
Course Access provided within 24 hours of Registration

Certification Requirements

Certification awarded upon completion of Units 1-7 as well as the Certification Examination within a 12 month period.
Passing grade - 70% overall

Duration

12 Month Maximum
Approx. 400 Hours | Self-paced Schedule
Part-time

Program Fees

Tuition - Full Course Package
Units 1-7 + Certification Exam
Total - \$2800

Individual Course Fees

Unit 1 - \$300 Unit 2 - \$500 Unit 3 - \$500 Unit 4 - \$500
Unit 5 - \$300 Unit 6 - \$700 Unit 7 - \$100
Certification Exam - \$100
Total - \$3000

Tuition Fees Include:

- Registration, Administrative Fees and GST
- All Course Textbooks and Materials
- Learning Edition Dental Software and Study Guide
- Instructional Videos
- Unlimited Instructor Support During and After Program Completion
- Employment Preparation and Transition Assistance

Admissions

Academic Requirements

There are **no** formal student prerequisites for Evolve's Dental Office Administration Courses.

Recommended prerequisites listed below are important to success in the program, as well as within the workplace.

Solid Understanding of the English Language

Proficiency in Basic Math:

- Addition and Subtraction
- Multiplication and Division
- Calculating Percentages

Intermediate Computer and Technology Skills:

- Typing Speed minimum 35 wpm

Ability to:

- Download Software
- Download PDF files
- Use links to view external sites
- Create and Submit Word documents
- Create Screen Capture images

Technology Requirements

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Software Compatibility - A Window's based Operating System is necessary for compatibility with the Dentrix Learning Edition Software used in this program.
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Lender computers are available for an additional fee

*Lender Computer: \$400.00

Lender Fee Includes Shipping and \$200.00 Refundable Deposit

Ready to See Where Evolve Can Take You?



Apply online or contact us
with any questions.

[Start Your Application](#)

[Visit Our FAQ](#)

[See Student Reviews](#)

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