

ADDITIONAL FEES, IF APPLICABLE

- Student must provide a written request for duplicate or replacement if the original certificate of completion is lost or misplaced after the first copy is provided.
- If you are requesting a duplicate or replacement certificate for Infection Control or Dental Practice Act courses, be advised these courses must be renewed every five years for unlicensed assistants and every two years for Registered Dental Assistants.
- A fee of \$45.00 for a duplicate copy of each certificate will be charged if the original is lost or misplaced or the student requests a name correction and/or change that can be verified.
- The normal processing time for CE certificates is 2-3 weeks after all necessary documents have been received from the student. Any student requesting a “rush” certificate to be provided less than two (2) weeks of the normal processing time will be assessed an additional fee of \$75.00.
- Mannequins not returned on time in the same condition provided: \$250.00
- Replacement book(s) after first copy provided for Dental Assistant and Dental Assistant Front Office is \$300.00 per program.