



Commission on Dental Accreditation

February 17, 2015

Dr. Dean Hollenbeck
President
Flint Hills Technical College
3301 West 18th Avenue
Emporia, KS 66801

Re: Dental Assisting Program

Dear President Hollenbeck:

At its February 5, 2015 meeting, the Commission on Dental Accreditation (CODA) considered the site visit report on the dental assisting program sponsored by the Flint Hills Technical College.

On the basis of this review, the Commission adopted a resolution to grant the program the accreditation status of “approval without reporting requirements.” The definitions of accreditation classifications are enclosed. No additional information is requested from the program at this time. The next site visit for the program is scheduled for **2021**.

The findings of the Commission on Dental Accreditation are noted in the enclosed Commission-approved Site Visit Report. Oral comments made by site visit team members during the course of the site visit are not to be construed as official site visit findings unless documented within the site visit report and may not be publicized. Further, publication of site visit team members’ names and/or contact information is prohibited.

One copy of this report and the related enclosures have also been sent to the chief administrative officer and program director copied on this letter. The Commission requests that a copy of this report and the related enclosures be forwarded to the chairpersons and appropriate faculty.

In taking this action, the Commission stipulated that it will expect the institution to keep the Commission informed as soon as possible of anticipated changes in any approved educational program offered, particularly in the areas of administration, enrollment, faculty, facilities and curriculum. The Commission’s policy and guidelines for reporting program changes are enclosed.

Note: The program’s documentation for CODA (self-study, application, or reports to CODA, for example) must NOT contain any patient protected health information (PHI) or HIPAA identifiers as outlined in section 164.514 of the HIPAA Privacy Rule.

In addition, most states have enacted laws to protect sensitive personally identifiable information (“PII”) such as social security numbers, drivers’ license numbers, credit card

numbers, account numbers, etc. Before sending documents such as faculty CVs to CODA, institutions must fully redact the following PII: social security numbers, credit or debit card numbers, driver's license numbers or government-issued ID numbers, account numbers, health information, taxpayer ID, and date of birth.

If the program/institution submits documentation that does not comply with the directives on PHI and PII (noted above), CODA will assess a penalty fee of \$1000 to the institution; a resubmission that continues to contain PHI or PII will be assessed an additional \$1000 fee.

The Commission has authorized use of the following statement by institutions or programs that wish to announce their programmatic accreditation by the Commission. Programs that wish to advertise the specific programmatic accreditation status granted by the Commission may include that information as indicated in italics below (see text inside square brackets); that portion of the statement is optional but, if used, must be complete and current.

The program in dental assisting is accredited by the Commission on Dental Accreditation [*and has been granted the accreditation status of "approval without reporting requirements"*]. The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at (312) 440-4653 or at 211 East Chicago Avenue, Chicago, IL 60611. The Commission's web address is: <http://www.ada.org/en/coda>.

The Commission wishes to thank you and the faculty and staff for their cooperation during the site visit. If this office can be of any assistance to you, please contact me by telephone, at 1-800-621-8099, extension 2695 or by e-mail, at renfrowp@ada.org.

Sincerely,



Patrice Renfrow, RDH, MA
Manager, Allied Dental Education
Commission on Dental Accreditation

PR/ap

Enclosures: Formal Report of the Site Visit

Sent via e-mail: Formal Report of the Site Visit
CODA Accreditation Status Definitions
Reporting Program Changes in Accredited Programs
Electronic Submission Guidelines for General Correspondence

President Hollenbeck

February 17, 2015

Page 3

Link to Evaluation and Operational Policies and Procedures

<http://www.ada.org/coda/policies-and-guidelines>

Link to Accreditation Standards for Dental Assisting Education Programs

<http://www.ada.org/coda/current-accreditation-standards>

cc: Mr. Steve Loewen, vice president, Instructional Services
Ms. Monica Graves, division chair, Dental Assisting
Mr. Herman Bounds, director, Accreditation Division, U.S. Department of Education
(via CODA website)
State Boards of Dentistry (via CODA website)
Institutional Accreditors (via CODA website)
Dr. Perry Tuneberg, chair, Commission on Dental Accreditation (CODA)
Dr. Sherin Tooks, director, Commission on Dental Accreditation (CODA)