



Commission on Dental Accreditation

Via Email Transmission: Federico.Zaragoza@csn.edu

July 29, 2020

Dr. Federico Zaragoza  
President  
College of Southern Nevada  
6375 W. Charleston Blvd.  
Sort WCE310  
Las Vegas, NV 89146

RE: College of Southern Nevada  
Dental Assisting Program  
Status: Approval Without Reporting Requirements

Dear Dr. Zaragoza,

At its July 9, 2020 meeting, the Commission on Dental Accreditation (CODA) considered the report describing an interruption of education related to COVID-19 for the dental assisting program. The Commission noted that the report addressed the program's management of the interruption of education for the Class of 2020.

Following careful review of the information provided, the Commission adopted a resolution to continue the program's accreditation status of "Approval Without Reporting Requirements." The definitions of accreditation classifications are linked below.

The Commission noted concerns regarding continued compliance with the Accreditation Standards and has **postponed action regarding the interruption of education pending further review of information** to ensure that the Accreditation Standards will continue to be met. If the additional information submitted does not satisfy the Commission regarding the identified concerns, the Commission reserves the right to request additional documentation, conduct a special focused site visit of the program, or deny the interruption of education.

Further, in accordance with the Commission's directive, all "regular/reaccreditation" site visits, excluding the programs already site visited in spring 2020 will be shifted forward by one year. Therefore, the program's 2022 site visit will be rescheduled to 2023. The Commission further directed that the current status of CODA accreditation held by the educational program be retained, pending the conduct of the program's rescheduled "regular/reaccreditation" site visit, so long as the program continues to fully comply with the Commission's Accreditation Standards, policies and procedures during the interim period.

**Requested Information by September 14, 2020 for Consideration at the Next Commission Meeting**

The Commission requests the following supplemental information:

- Provide response related to Question 3a (laboratory, preclinical, or clinical modifications) and Question 4 (modifications to laboratory, preclinical, or clinical facilities) of the interruption of education report, to address how students completed the required 300 clinical practice hours assisting a dentist and how the 100 hours using alternative methods were accomplished. The program reported that 15 to 20 hours would be completed in the dental hygiene clinic using non-clinical dental assisting skills and did not provide a response on how the 100 hours will be completed using alternative methods.

The Commission requires one (1) electronic copy of a detailed report addressing the concerns noted in this letter be submitted by **September 14, 2020** for consideration at the Review Committee's and the Commission's next meeting.

At the link below, please find Guidelines for Reporting an Interruption of Education During COVID-19 to assist you in developing a focused, concise response. Please note that reports that fail to adhere to the stated guidelines may be returned to the program and may not be reviewed at the assigned time. The Commission's timelines for demonstration of full compliance will not be modified due to a delayed review resulting from improperly formatted reports.

Instructions to assist you in developing and submitting an electronic copy are linked below. The electronic copy must include a signed verification page and must conform to the Commission's electronic submission guidelines. The report must be emailed to the Commission office; do not send the report by U.S. Postal Mail.

**General Information**

All institutions offering programs accredited by the Commission are expected to adhere to deadlines for requests for program information. If an institution fails to comply with the Commission's request, or a prescribed deadline, it will be assumed that the institution no longer wishes to participate in the accreditation program. In this event, the Commission will immediately notify the chief executive officer of the institution of its intent to withdraw the accreditation of the program(s) at its next scheduled meeting.

*Institutions/Programs are expected to follow Commission policy and procedure on privacy and data security related to compliance with the Health Insurance Portability and Accountability Act (HIPAA). The Commission's statement on HIPAA, as well as the Privacy and Data Security Summary for Institutions/Programs (PDF), are found in the Policies/Guidelines section of the Commission's website at <http://www.ada.org/en/coda/policies-and-guidelines/hipaa/>. Programs that fail to comply with CODA's policy will be assessed an administrative fee of \$4000.*

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The Commission expects institutions 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 linked below. Guidelines for specific program changes, including reporting enrollment changes, adding sites where educational activity occurs, and developing a teach-out report are found on the Commission's website.

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 staff of the Commission on Dental Accreditation is available for consultation to all educational programs which fall within the Commission's accreditation purview. Educational institutions sponsoring dental education programs are encouraged to obtain such staff counsel and guidance by written or telephone request. Consultation is provided on request prior to, as well as subsequent to, the Commission's granting accreditation to specific programs. The Commission expects to be reimbursed if substantial costs are incurred.

If this office can be of any assistance to you or members of your staff, please contact me at 312-440-4660 or by e-mail, at [smithmi@ada.org](mailto:smithmi@ada.org).

Sincerely,



Michelle Smith, RDH, MS  
Manager, Allied Dental Education  
Commission on Dental Accreditation

MS/ds

Web Links     [CODA Accreditation Status Definitions](#)  
[Guidelines for Reporting an Interruption of Education During COVID-19](#)

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[Guidelines for Reporting Program Changes in Accredited Programs](#)  
[Electronic Submission Guidelines for General Correspondence](#)

cc: Ms. Janice Glasper, Interim Dean, Englestad School of Health Sciences, College of Southern Nevada, Janice.glasper@csn.edu  
Ms. Carole Brew, Program Director, Dental Assisting, College of Southern Nevada, carole.brew@csn.edu  
Mr. Herman Bounds, Jr., director, Accreditation Division, U.S. Department of Education (via CODA website)  
State Boards of Dentistry (via CODA website)  
Institutional Accreditors (via CODA website)  
Dr. Arthur C. Jee, chair, CODA  
Dr. Sherin Tooks, director, CODA