

**School of Health Science
Dental Assisting Program**

**Ivy Tech Community College
of
Indiana**

220 Dean Johnson Blvd

South Bend, IN 46601

<http://www.ivytech.edu/apply-now.html>

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**2012
Program Overview
&
Application Process**



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I. DENTAL ASSISTING PROGRAM

a. PROFESSIONAL OVERVIEW

The educationally qualified dental assistant today plays a vital role as a member of the dental health team. Didactic, laboratory, and clinical content are included in a one-year academic program. Each state has a dental practice act that governs which duties a dental assistant can and cannot perform.

b. INTRODUCTION

Welcome to the South Bend Campus of the Ivy Tech Community College. Ivy Tech is the largest college/university in Indiana and the largest community college in the nation.

The purpose of this application booklet is to explain basic information about the history, the program of study, and the present admission process of the one-year technical certificate Dental Assisting Program. We encourage you to read this document thoroughly and mark any areas that may raise questions and warrant clarification. Please call the School of Health Sciences office at (574) 289-7001, if you require further information.

The Technical Certificate Dental Assisting Program has specific ability requirements which include physical, mental and technical. A list of those abilities is enclosed with this document. Also enclosed is a list of competency statements. If an applicant has questions

about these statements, or if the applicant would like to request accommodation for his/her disability, please contact the Director of Dental Sciences.

It is important to note that acceptance to the program is separate from admission to the College as a degree-seeking student. Students may be accepted to the College, and take Academic Skills Advancement courses, General Education courses. The dental assisting program has limited enrollment, students must apply and be accepted into the dental assisting program after they have been accepted into the college. Please see the application procedure found within this handbook.

c. PROGRAM OVERVIEW

The academic portion of the Dental Assisting Program consists of two (2) semesters and one (1) summer session. Most courses are offered in the daytime hours. Included in the program of study are the mandatory clinical requirements, which are completed at an affiliate dental office/clinic. The Dental Assisting faculty assigns all clinical rotations.

- d.** Dental Assisting specialty courses are presented in a lecture/laboratory format. The lecture presents principles of dental practices, use and operation of instruments and equipment, and dental procedures. The laboratory portion of these courses provides hands on experience with dental techniques and instrumentation. Upon successful completion of the dental Assisting program of study, students are eligible to sit for the Dental Assisting National Board Certification Examination. A passing score on this examination allows the graduate to apply to become a Certified Dental Assisting (CDA). The Dental Assisting Program has a limited enrollment of 12 qualified full-time students per entering class and begins in the spring semester of each year.

e. DESCRIPTION OF THE PROFESSION

The dental profession is dedicated to providing patients with optimum oral health care. In becoming a dental assistant, the assistant will be a representative of the profession, an extension of the dentist in his/her practice. The dental assistant must have the ability to perform under pressure in stressful and emergency situations. A stable temperament, a strong sense of responsibility, patience, and concern for detail are required. Manual dexterity and physical stamina are vital. Most duties require sitting for extended periods of time with bending, reaching, pulling, and pushing occurring repeatedly during a normal eight (8) hour work period. The dental assistant's full attention and focus is mandatory for the task being performed.

f. PROGRAM MISSION AND PURPOSE

It is the mission and intent of the dental assisting faculty to view the educationally qualified dental assistant as a person who has received specified technical and clinical training that allows them to function as a productive and valuable member of the dental health team. Faculty define education as a teaching/learning process whereby the assimilation of appropriate knowledge, skills, and judgment educate a graduate Dental Assistant who is a credit to his/her profession, as well as successfully completing the National Certification examination. Consistent with the philosophy of the Ivy Tech College Campus, faculty accepts the responsibility for effective teaching of students through a realistic correlation of foundation knowledge with clinical experience. Furthermore, faculty feel students success is linked to the student extern becoming an integral supporting member of a professional dental practice. The dental assistant contributes to the well being of the patient by professional competency in assisting the dentist in the care of the patient in the general, specialty,

emergency, and administrative areas of dentistry.

g. TEACHING AND CLINICAL FACILITIES

All facilities and resources of Ivy Tech Community College – South Bend, are available to Dental Assisting students. Students may use the college library, open computer lab, the Learning Resource Center, Student Services and other academic services. All courses are taught at the South Bend Region 2 campus by faculty with advanced degrees in the appropriate field of study.

Clinical experience is an integral part of the educational experience for all Dental Assisting students. The Dental Assisting program establishes affiliation agreements with dental offices in the surrounding community to provide student-learning experiences. General dentistry offices as well as specialty offices are included as resources.

It is very important that you carefully read and follow this guide concerning the Admissions/application process. It is your responsibility to become familiar with the information and seek advisement as needed.

II. APPLICATION PROCEDURE

a. APPLICATION TO THE COLLEGE

STEP 1

Complete the Ivy Tech Community College new student application through www.ivytech.edu. Students receive an acceptance letter with their new student identification number and a letter containing information for the campus they wish to attend. Students then attend a mandatory New Student Orientation prior to enrolling into courses.

STEP 2

If you have previously attended an accredited college(s), obtain additional transcript request cards from the Office of Admissions. Complete and mail, with any applicable fees, to the college(s) attended.

STEP 3

COMPASS Testing

As part of the admissions process, all incoming students with no prior college experience or

SAT or ACT scores must take an assessment test. This test is designed to measure your strengths and weaknesses in Reading, Writing, and Mathematics. The test is called the COMPASS test and is free of charge and offered throughout the semester. The COMPASS is not timed, but usually takes two hours to complete. A current photo id is required at the time of testing. Basic four-function calculators, scratch paper, and pencils are provided. When you finish the test, the assessment proctor will evaluate your scores and explain the results.

Scheduling the COMPASS Test

All students must have a current application on file in the Admissions office before scheduling COMPASS test.

Preparing for the COMPASS Test

We encourage all students to spend time reviewing the sample test.

<http://www.act.org/compass/sample/index.html>

STEP 4

Attend a mandatory new student orientation session. You may sign up for a session at the office of Student Services.

b. APPLICATION TO THE DENTAL ASSISTING PROGRAM

INTRODUCTION: After you have completed the College Application procedure (Steps 1-3), and have completed all recommended Academic Skills Advancement courses, we recommend you meet with the dental assisting advisor to schedule your dental assisting prerequisite course work.

STEP 5

When you have completed the required prerequisite courses or when you are in the final semester of completing these courses you may apply to the dental assisting program using the application in packet and return it to the School of Health Sciences, Dental Assisting Program before the deadline. *You must also attend a dental assisting information session before the application deadline.* It is your responsibility to meet any deadlines. We also ask that you inform the School of Health Sciences office if your plans change, and you are no longer interested in admission to the Dental Assisting Program, or if you cannot keep a scheduled appointment.

***** THE DEADLINE IS NOVEMBER 11, 2011 *****

STEP 6

You will be notified of your status by December 12, 2011 of notification (accepted or non-accepted to the program). At that time, you will be requested to sign a statement of commitment to attend the program. You will be given two weeks to complete the form and return it to the School of Health Sciences. Failure to return the statement of commitment may cause your status to change from accepted to non-accepted. It is very important to return the commitment statement by the date specified in the letter.

STEP 7

You will be required to attend an orientation meeting in January prior to the beginning of Spring classes. You will be enrolled in your Spring classes, as well as receiving medical and dental forms, CPR information, uniform details, and your Student Hand Book. Students are required to be vaccinated for the Hepatitis B virus and have all immunizations updated. They will be tested for Tuberculosis. In addition, all students are required to have a drug and criminal background check preformed.

(See last 2 pages of this Overview Booklet for more details)

c. PROGRAM APPLICATION REQUIREMENTS

- i. If a recognized deficiency is identified on the COMPASS test in reading, writing, mathematics or algebra, the applicant will be required to complete recommended basic skills courses before entering the program.
- ii. Students who are seeking a Technical Certificate must demonstrate math competency at the MATH 015 or 023 level or higher. This may be accomplished by one of three ways:
 1. Take the COMPASS test and score at a level recommended for enrollment in MATH 043 or higher (ready for program-level math courses).
 2. Demonstrate math scores on the SAT or ACT tests that waive COMPASS testing for math at Ivy Tech (SAT or ACT tests must have been taken within the last four years).
 3. Take MATH 015 and achieve a passing grade (D or higher).
- iii. Students pursuing a Technical Certificate must demonstrate math competency in order to graduate from the program. Failure to establish competency in math at the MATH 015 will result in the student not being accepted into the program.

- iv. We **RECOMMEND** Introduction to Microcomputers, Spanish, Spanish for the Health Care Professional, Medical Terminology, Dental Terminology, Medical Law & Ethics, Anatomy and Physiology I & II, Psychology, and Sociology as elective courses prior to entering the program.

d. STUDENT SELECTION CRITERIA

The following criteria are proposed as the minimum requirements to be established by Ivy Tech Community College for acceptance into the Dental Assisting Program.

Each application will be reviewed for the following areas:

Grades in required College General Education Courses:
ENGL 111, IVYT 1XX, and COMM 102 or 101

The following points will be earned depending on the grade in ENGL 111, COMM 102 and IVYT 1XX:

<u>Grade</u>	<u>Points</u>
A	6 points
B	4 points
C	2 points
W/WF	0 points

If multiple attempts are made to complete the prerequisite courses the higher grade of the first two attempts will be counted.

A grade of W or WF is considered a grade.

e. RE-APPLICATION PROCESS

Application materials such as COMPASS scores are valid for two years. An applicant is considered “active” from date of application until February 3, 2012. If an applicant is not accepted, and would like to be considered for the next class the entire re-application process must be repeated including the information session, application and submission of unofficial transcripts. It is highly recommended that an individual seeking admission for a second time meet with a dental assisting advisor.

f. INDIANA LICENSURE REQUIREMENTS

In the state of Indiana, it is required that dental assistants hold a certificate in radiology to expose x-rays. Graduates of the Ivy Tech Dental Assisting program are eligible to sit for the Radiology Health and Safety portion of the Dental Assisting National Board which is required for certification in Radiology in Indiana

g. HEALTH HISTORY AND ESSENTIAL FUNCTIONS

All Dental Assisting applicants must have a physical completed prior to the first day of classes. During the physical, student will be expected to have all of their immunizations updated in addition to being tested for tuberculosis. If student have a positive tuberculosis skin test, they will be expected to follow the advice of their physician. Any student who does not complete the health forms or refuses to follow the advice of their physician will be withdrawn from the clinical rotations, jeopardizing graduation from the program.

The following statements are provided to give the potential DA applicant a description of the type of physical/technical abilities necessary to complete the program or work in the typical dental setting. These abilities are not measured as a requirement for program admission. However, the applicant is encouraged to consider the physical requirements of the program, and to make an appointment with the program chair to discuss concerns or requests for accommodation for his/her disability. Student with documented need for accommodations are to meet with the campus Disabilities Support Service Representative.

h. OCCUPATIONAL EXPOSURES TO BLOOD

Exposure to Blood

What Health care Personnel Need to Know

Introduction

Healthcare personnel are at risk for occupational exposure to bloodborne pathogens, including hepatitis B Virus (HBV), hepatitis C virus (HCV), and human immunodeficiency virus (HIV). Exposures occur through needlesticks or cuts from other sharp instruments contaminated with an infected patient's blood or through contact of the eye, nose, mouth, or skin with a patient's blood. Important factors that influence the overall risk for occupational exposures to bloodborne pathogens include the number of infected individuals in the patient population and the type and number of blood contacts. Most exposures do not result in infection. Following a specific exposure, the risk of infection may vary with factors such as these:

- ◆ The pathogen involved
- ◆ The type of exposure
- ◆ The amount of blood involved in the exposure

- ◆ The amount of virus in the patient's blood at the time of exposure

You employer/clinical site should have in place a system for reporting exposures in order to quickly evaluate the risk of infection, inform you about treatments available to help prevent infection, monitor you for side effects of treatments, and determine if infection occurs. This may involve testing your blood and that of the source patient and offering appropriate post-exposure treatment.

How can occupational exposures be prevented?

Many needle-sticks and other cuts can be prevented by using safer techniques (for example, not recapping needles by hand), disposing of used needles in appropriate sharps disposal containers, and using medical devices with safety features designed to prevent injuries. Using appropriate barriers such as gloves, eye, and face protection, or gowns when contact with blood is expected can prevent many exposures to the eyes, nose, mouth, or skin.

i.

DENTAL ASSISTING ESSENTIAL FUNCTIONS

FUNCTIONS ABILITY CATEGORY	REPRESENTATIVE ACTIVITY/ATTRIBUTE
GROSS MOTOR SKILLS	Move within confined spaces of operatory Sit and maintain balance Stand and maintain balance Perform full range of body motion
FINE MOTOR SKILLS	Pick up objects with hands Grasp small objects with hands (e.g. instruments) Write with pen or pencil Key/type (e.g., use a computer) Pinch/Pick or otherwise work with fingers (e.g. transfer, retrieve instruments, materials, and equipment) Twist (e.g., turn objects/knobs using hands)
PHYSICAL ENDURANCE	Stand, sit, or combination of both for long periods of time (e.g. operative procedure) Sustain repetitive movements (e.g., CPR) Maintain physical tolerance (e.g., work entire day)
MOBILITY	Twist Bend Reach Stoop/squat Pull/push Move quickly e.g., response to an emergency) Climb (e.g. ladders/stools/stairs) Walk
HEARING	Hear normal speaking level sounds (e.g. person-to-person report Hear faint voices Hear in situations when not able to see lips (e.g., when mask are used)
VISUAL	See objects up to 20 inches away (e.g., information on a computer screen) See objects up to 20 feet away (e.g., patient in a room) Use depth perception Use peripheral vision Identify color changes in skin Distinguish color intensity (e.g. flushed skin, paleness)
SMELL	Detect odors from patients (e.g., foul smelling oral cavity) Detect smoke Deter gases or noxious smells
READING	Read and understand written documents (e.g., policies/protocols) Read digital displays (steam autoclave)
FUNCTIONS ABILITY CATEGORY	REPRESENTATIVE ACTIVITY/ATTRIBUTE
ARITHMETIC COMPETENCE	Tell Time Use a calculator
EMOTIONAL STABILITY	Adapt effectively to environments with high tension to insure patient safety Respond quickly and in an emotionally controlled manner in emergency situations Provide emotional support to the patient and attend to the needs of the patient Maintain composure when subjected to high stress levels Focus attention on task Perform multiple responsibilities concurrently
ANALYTICAL THINKING	Transfer knowledge from one situation to another Process information Problem solve Prioritize tasks Use long term memory Use short term memory
CRITICAL THINKING	Identify cause-effect relationships Plan/control activities for others Synthesize knowledge and skills Sequence information
INTERPERSONAL SKILLS	Negotiate interpersonal conflict Respect differences in patients Establish rapport with patients Establish rapport with co-workers
COMMUNICATION SKILLS	Teach (e.g., patient/family about dental health care) Explain procedures Give oral reports (e.g., report on patient's condition to others) Interact with other (e.g. dental health care workers) Speak on the telephone Influence people Direct activities of others Convey information through writing

III. CURRICULUM

a. CURRICULUM

Technical Certificate One-Year Program of Study Sequence

Semester I Fall Prerequisites	Course	Credits	Contact Hours (per week)
ENGL 111	English Composition	3	
COMM 101/ COMM 102	Fundamentals of Public Speaking/ Introduction to Interpersonal Communication	3	
DENT 171*	Introduction to Dental Terminology	3	
IVY 1XX	Life Skills	1/3	
		7/9	
Semester II, Spring			
DENT 102 8 weeks	Dental Materials & Lab I	3	4 lecture/4 lab
DENT 129 8 weeks	Dental Materials & Lab II	3	4 lecture/4 lab
DENT 115 16 weeks	Preclinical Practice I	4	2 lecture/4 lab
DENT 116 8 weeks	Dental Emergencies/Pharmacology	2	2 lecture/2 lab
DENT 123	Dental Anatomy	2	2 lecture
DENT 124 8 weeks	Preventive Dentistry & Nutrition	2	2 lecture/2 lab
		16	

Semester III			
Summer			
DENT 125	Preclinical Practice II	3	4 lecture/4 lab
DENT 122	Clinical Practicum I	1	3 clinical
DENT 118	Dental Radiology	4	2 lecture/2 lab
		8	
Semester IV			
Fall			
DENT 131	Basic Integrated Science	2	2 lecture
16 weeks			
DENT 130	Clinic II	5	1.5 lecture/17.5 hours practicum
DENT 132*	Expanded Functions for Dental Assistants	3	1 hours lecture/4 hours lab
			3 hours lecture
DENT 117	Dental Office Management	2	
8 weeks			
		12	

* indicates a non-required course

b. TRANSFER POLICY

Post-secondary course work that is applicable to the curriculum may be transferred from other accredited colleges on a course-by-course basis provided the student has earned a “C” or higher grade. Official transcripts with general studies courses are to be submitted to the registrar.

Transfer students from other Dental Assisting accredited programs may be admitted on a space available basis and must submit all college transcripts, course descriptions, notarized copies of original records verifying clinical competency and written recommendations from the Program Director and the Director of Clinical Education of the program that the student last attended.

IV. STUDENT RESPONSIBILITIES

a. ACADEMIC INTEGRITY

At Ivy Tech Community College, learning is valued and honored. Our learning community cannot thrive if its students copy the work of others, known as plagiarism, and seek an unfair advantage over their fellow students by cheating. The academic standards of Ivy Tech Community College are based on a genuine pursuit of knowledge and demand a high level of integrity from every one of its students.

When this trust is violated, the learning process suffers injury and steps must be taken to ensure that learning standards remain meaningful. Cheating and/or plagiarism are grounds for immediate dismissal from the College. All students are encouraged to avoid dishonest behavior and seek available tutorial and counseling services to help them succeed. (Please see current Student Handbook, for further details).

b. STATEWIDE CONDUCT

The reputation of the College among the community depends, in large part, upon the behavior of its students. Students enrolled in the College are expected to conduct themselves in a mature, dignified and honorable manner. Students are entitled to a learning atmosphere free from discrimination, harassment, sexual harassment and intimidation. This applies to all conduct among faculty, staff and students.

Students are subject to college jurisdiction while enrolled at the College. The College reserves the right to take disciplinary action against any student whose conduct, in the opinion of college representatives is not in the best interests of the students, other students, or the College. Students who are disciplined should expect to find their sanctions enforced at other Ivy Tech campuses. (Please see current Student Handbook, for further details)

c. ATTENDANCE POLICY

Attendance at scheduled class meetings or other required activities is essential. Instructors establish and enforce attendance policies, maintain attendance records, and excuse student only for bona fide reasons. Satisfactory attendance is necessary to achieve educational objectives and maintain financial aid and veterans' benefits. (Please see current Student Handbook, for further details)

Within the DA program, students are expected to attend all classes, laboratory sessions and clinical. Should a student be absent from 10% of the class/clinical activities per semester, they will receive a written warning as documented on the Student Status Report. Should a student be absent from 20% of the class/clinical activities per semester, they may be dismissed from the program due to potential patient safety issues.

d. DISCIPLINARY ACTION

Cases of student misconduct and/or lack of academic integrity are to be referred to the Program Chair, then to the Dean of Health Sciences and finally to the Vice Chancellor of Academic. A student who violates the rules and regulations of the College may be subject to disciplinary actions, which may include, but not limited to the following.

1. Verbal reprimand
2. Restitution for damages
3. Restriction of privileges
4. Failure of the assignment or course
5. Withdrawal from a course, program or the College for the remainder of the semester or term

6. Suspension from the College for one calendar year
7. Dismissal from the College for five years

Students are provided an opportunity to appeal any disciplinary decision and are required to sign a waiver if they choose to waive the right to appeal. (Please see current Student Handbook, for further details)

e. DUE PROCESS (STUDENT GRIEVANCE PROCEDURES)

The student grievance process is an appropriate mechanism to deal with violations of student rules of conduct and conversely allows a student with a disagreement to grieve against a college employee's decision affecting the student. The College encourages students to resolve their complaints informally. The informal grievance procedures are designed to accomplish a quick and effective resolution. The College formal grievance procedure is also available.

If you have problems with a class (regardless if it is general education or professional course), the following is a list of individuals you will need to meet with to discuss your grievance issue. You must meet with these individuals in the order listed. If the issue is resolved, you will not need to see the next person.

You must make an appointment to speak to the following individuals:

1. Instructor of course
2. Program Chair for the program/course
3. School Dean for the program/course
4. Vice Chancellor of Academic Affairs

Please refer to the Ivy Community College-South Bend, current Student Handbook for further information concerning this matter.

<http://wwwcc.ivytech.edu/Student-Handbook-Statewide.pdf>

f. RE-ADMISSION TO THE PROGRAM

If a student is dismissed from any campus/region of Ivy Tech Community College, that individual is dismissed from the College. (Please refer to the current Student Handbook, for further details.)

g. STUDENT SUPPORT SERVICES

1. Student Counselors are available to assist students with financial aid, help resolve personal issues, study habits, and test taking skills.
2. Career Services is available to assist students with job placement, interview skills, creating resumes and career research.
3. Registrar Office processes registration, provides transcripts.
4. Student Government Association is the representative governing body of students.
5. Learning Resource Center has tutors that are available at no cost to the student to assist with general education coursework.
6. Library is open: Monday – Thursday 8:00 a.m. to 8:00 p.m. Friday 8:00 a.m. to 5:00 p.m. Saturday 9:30 a.m. to 2:30 p.m. Sunday 1closed
7. Computer Resource Center is an open lab for computer work
8. Disability Services is available if you need an accommodation because of a documented disability, you are required to register with the Office of Disability Services, located in the Student Affairs area on the first floor of the main building. You must register prior to or at the beginning of each semester. You must inform the faculty member of your disability and the accommodations needed to help you be successful. If you will require assistance during an emergency evacuation, notify your instructor immediately. Look for evacuation procedures posted in your classrooms.

V. FINANCIAL INFORMATION

a. FINANCIAL AID

Ivy Tech Community College offers a variety of financial aid programs to students who need assistance to continue their education The College Financial Aid Office administers most programs for federal, state, and institutional air under specific policies and guidelines. Eligibility for most financial aid at the College is based upon the student’s demonstrated financial need. Students seeking financial aid are required to complete the FASFA form by the first week of March.

b. ESTIMATED PROGRAM COSTS

ITEM	RESIDENT	NON-RESIDENT
General Fees (40 Credit Hours)	\$4,312.00	\$9,208.00
Books, Supplies (estimated)	\$500.00	\$500.00
Uniforms & Accessories	\$200.00	\$200.00
Lab Supplies (\$125 per Spring & Fall Semester)	\$250.00	\$250.00
Technology Fee (\$40 per semester)	\$120.00	\$120.00
Total	5,262.00	\$10,296.00

General fees for Indiana residents are \$107.80 per credit hour and \$230.20 per credit hour for non-residents. In addition, \$40.00 Technology Fee will be assessed each student, each semester. Total fees and estimated costs for the twelve-month program are:

*NOTE: Fees are subject to change without prior notice.

*Books, supplies, uniforms and accessories are approximate costs only.

c. WITHDRAWALS AND REFUNDS

When a student finds it necessary to withdraw from a course(s), a Change in Enrollment form needs to be completed with the program advisor. The advisor will forward the drop/add form to the Registrar. The College will refund student fees, with the exception of any late registration fee, on the following schedule for a regular 16 week semester (Fall or Spring). See the Refund Policy in *The Vine* or the ITCC course catalog for details on refunds for courses which are taught in less than 16 weeks.

From Registration to the end of 10 th day of the semester	100% Refund
Day 11 or later of semester	0% Refund

VI. GRADUATION

a. TERMINAL OBJECTIVES

Working under the direct supervision of the Dentist and with other members of the dental health team, the graduate Dental Assistant will:

1. Perform only those duties delegated by the dentist and that can be performed in keeping with the assistant's educational qualifications and the State Dental Practice Act.
2. Participate as a member of the dental team by giving complete and loyal support to the dentist and work in close harmony with other members of the dental staff.
3. Accept the dentist's method of practice and share his or her belief in the value of preventive dental care.
4. Protect the health of the patient and coworkers by carefully following Universal Precautions Guidelines and OSHA mandates.
5. Hold in strict confidence all things seen or heard in the dental office pertaining to the dentist, the patient, and other team members.
6. Execute safe handling of instruments and chemicals used routinely in a dental practice following OSHA safety and infection control guidelines.
7. Communicate effectively with patients and dental office staff.
8. Conduct self in a professional manner to reflect favorably on the dentist, the dental health team, and dental profession.
9. Demonstrate responsibility by arriving at work on time and being professionally attired.
10. Pass and receive instruments to the dentist in a smooth anticipating mode.
11. Manage business office procedures such as: patient reception, telephone etiquette, appointment control, and records management.
12. Maintain and update MSDS files.

b. GRADUATION REQUIREMENTS

1. Successful completion of all General Education Courses
2. Successful completion of all Dental Assisting Courses
3. Minimum GPA of 2.0
4. Fulfill financial obligations to the College

VII. APPLICATION (on next page)



DENTAL ASSISTING PROGRAM ADMISSION APPLICATION

Last Name: _____ First Name: _____ Middle Name: _____

Maiden Name: _____ C#: _____

Street Address: _____ City: _____

State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____ Work Phone: _____

Attended an information session? Yes ___ No ___

An unofficial copy of college transcripts are included? Yes ___ No ___

Mail to:
Ivy Tech Community College
Dental Assisting Program
220 Dean Johnson Blvd
South Bend, IN 46601

*****FOR OFFICE USE ONLY*****

GENERAL EDUCATION COURSES

Date Received: _____

NAME	WHEN TAKEN	WHERE TAKEN	GRADE	POINTS
MATH 015 or MATH 023				
COMM 102/or COMM 101				
IVYT 1XX				
ENGL 111				

Total GEN ED Points: _____

TOTAL: _____

Applicant response returned

Accepts: _____ Declines: _____

IVY TECH COMMUNITY COLLEGE

DISABILITY SERVICES

ADA STATEMENT

Ivy Tech Community College seeks to provide reasonable accommodations for qualified individuals with documented disabilities. If you need an accommodation because of a documented disability, please contact the Office of Disability Support Services. If you will require assistance during an emergency evacuation, notify your instructor immediately. Look for evacuation procedures posted in your classroom.

NON-DISCRIMINATION AND EQUAL OPPORTUNITY POLICY

Ivy Tech Community College provides open admission, degree credit programs, courses and community service offerings, and student support services for all persons regardless of race, color, creed, national origin, religion, sex, physical or mental disability, age or veteran status. Persons who believe they may have been discriminated against should contact the campus affirmative action officer or the Office of Student Services.

BOOKLET DISCLAIMER

This booklet is intended to supply accurate information to the reader. The College reserves the right to change the Program and course requirements; however, every effort will be made to inform students of any program changes. This handout and its provisions are not in any way a contract between an applicant and the College.

Criminal Background Check

1. **Admission into the dental assisting program is contingent upon completion of a criminal background check and drug screening that meets the standards set forth by the College.** Refer to information below regarding this policy. The process for completing the criminal background check and drug screening will be provided to candidates selected for admissions. Completion of this process **IS NOT** required in order to apply to the dental assisting program and **is only** required for those individuals offered admission into the program.
 - a. The Ivy Tech Community College School of Health Sciences requires Criminal Background Checks and Drug Screenings for all School of Health students who will participate in clinical education.
 - b. All students accepted into the dental assisting program will be required to complete a Criminal Background Check and Drug Screening, provided by an outside vendor, at the student's expense within 30 days of receipt of the letter of acceptance. Completion of the screen is a condition of acceptance into the program. Background checks and drugs screenings must also be completed every year thereafter as a condition of continuing in the program. Failure to do so, by the assigned deadline each year, will result in forfeiture of the student's spot in the program.
 - c. The results of the Criminal Background Check and Drug Screening will be made available to the student and the school. Upon receipt, the program chair will review the results. Results will be maintained in the student's record, in a secure location. If positive findings are reported, the program chair will review the results with the Dean of the School of Health Sciences.
 - d. If the Program Chair and Dean determine that the results do not meet the standards set forth by the College, the offer for admission into the program will be rescinded.
 - e. The background check and drug screening will be conducted at least once per calendar year during the time the student is enrolled in the program. The same procedure outlined previously will be followed. If the findings do not meet the standard set forth by the College, the student will be unable to complete the clinical education component of the program, and therefore will not graduate from the dental assisting program.
 - f. A clinical facility may request a copy of the background check records. The facility may also require a student to complete an additional background check per any addendum to the clinical contract agreed upon by the school and the clinical facility. Failure of the student to participate or allow disclosure in such a case will be counted as an unsuccessful attempt at placement.
 - g. The criminal background check and drug screening will be conducted once per calendar year, at a minimum. The college, dental assisting program, and clinical agencies reserve the right to request more frequent testing, in accordance with college policy.
2. Past criminal convictions can negatively impact your eligibility to obtain a state license/certificate to practice dental assisting. For specific information regarding your particular situation, please contact the State Board of Dentistry in the state you plan to apply for licensure/certification.

***The student is responsible for the cost of these tests.
The current cost of this drug and criminal background check is \$85.00. Costs are subject to
change without notice.***