

Dental Assisting
Ivy Tech Community College
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 and is a graduate of an institution accredited by the American Dental Association.. 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 Lafayette Campus of the Ivy Tech Community College. Ivy Tech is Indiana's community-based technical college. After Indiana and Purdue Universities, Ivy Tech is the largest college/university in Indiana.

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 degree 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 (765) 269-5720, if you require further information.

The Technical Certificate Dental Assisting Program has specific technical ability (physical and mental) requirements. 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 Program Chair.

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, or other courses which do not require clinical sequence acceptance. However, students must still apply to the program to be considered for clinical sequencing. Please see the application procedure found within this handbook.

c. **PROGRAM HISTORY**

The Dental Assisting Program was initiated in the fall of 1973 at the Lafayette Region Campus. The American Dental Association Commission on Dental Accreditation accredits this program. 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.

Dental Assisting specialty courses are presented in a lecture/laboratory format. The lecture presents principles of dental practices, instrument and equipment, and dental procedures. The laboratory portion of these courses provides hands on experience with dental techniques and instrumentation. At the end of successful completion of the dental Assisting program of study, students are eligible to sit for the Dental Assisting National Board Certification Examination. Upon passing this examination you will be qualified to become a Certified Dental Assisting (CDA). The Dental Assisting Program has a limited enrollment of 24 qualified full-time students per entering class because of instructor-student ratio and laboratory space limitations. This course begins in August.

d. **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.

e. **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 produce 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 feels this is necessary in order for the students to become an integral supporting link in the environment 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.

f. **TEACHING AND CLINICAL FACILITIES**

All facilities and resources of Ivy Tech Community College – Lafayette, are available to Dental Assisting students. Students may use the college library (located west of Ivy hall), open computer lab, the Learning Resource Center, Student Services and other academic services. All courses are taught in Ivy Hall 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 DA program has affiliation agreements with a wide range of dental offices to provide student-learning experiences. General dentistry offices are listed as well as specialty offices.

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 Admissions Application and return it to the Office of Admissions in the postage paid envelope provided in the Admissions package, or in person.

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 must take an assessment test. This test is designed to measure your strengths and weaknesses in Reading, Writing, and Mathematics. The test is free of charge and offered throughout the semester. 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. Schedule your appointment by calling (765) 269-5286 or (800)669-4882 ext. 5286.

Preparing for the Compass Test

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

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

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, you may be considered for the didactic and clinical-sequence admission to the Dental Assisting Program.

STEP 4

You will need to fill out the application and return it to the School of Health Sciences before the deadline. ***You must also make a meet and greet appointment with one of the Dental Assisting Faculty*** in January ***before the application deadline***. You will need to provide an official/unofficial Ivy Tech transcript and or any other transcript you may have from other colleges or universities at the meet and greet appointment. In addition, please bring in a copy of your current class schedule. 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 FEBRUARY 1 *****

STEP 5

You will be notified of your status by March 1 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 6

You will be required to attend an orientation meeting in April prior to the beginning of fall classes. You will be enrolled in your fall 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)

b. 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 MAT 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 MAT 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 MAT 015 or 023, and achieve a passing grade (D or higher). (Students must also take and pass any required prerequisite math courses for MAT 023 with a grade of C or better.)
- 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 MAT 015 or 023 level may result in the student not graduating or receiving the Technical Certificate. MAT 015 or 023 may be a prerequisite for general education or professional/technical core classes in the Technical Certificate.

iv. We **RECOMMEND** Intro. to Microcomputers, Spanish, Medical Terminology, Medical Law & Ethics, Anatomy and Physiology I & II, Psychology, and Sociology.

c. **TESTING INSTRUMENTS NEEDED FOR PROGRAM ACCEPTANCE**

Not applicable. Students are not required to take the PSB exam offered by the Psychological Service Bureau. The information obtained from this exam did not dictate that one particular student would be more successful than another within this 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:
MATH 015 or 023, ENGL 111, IVYT 1XX, and COMM 102

Extra Credit Points

Completed DEN preferred classes. Grade of B or better - 1 point per class (See recommended classes listed above pertaining to earning extra points).

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 March 1. If an applicant is not accepted, their file will remain in the School of Health Sciences office as an inactive file for one year.

If the applicant is interested in being considered for admission the following year, the applicant must notify the School of Health Sciences office to re-apply and the Admission Office to reactivate their application prior to February 1, of the next year. In addition, the student must make an appointment and meet with one of the Dental Assisting Faculty members before the application deadline. If new requirements are in place for applications at that time, the applicant must complete all new requirements.

f. **INDIANA LICENSURE REQUIREMENTS**

In the state of Indiana, licensure is not required; however, it is highly recommended that students sit for the National Certification examination.

g. HEALTH HISTORY AND ESSENTIAL FUNCTIONS

All Dental Assisting applicants must have a physical completed prior to entering clinical. 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.

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

Dental Assisting Program Technical Certificate One Year Course of Study

General Education/Prerequisites

MATH 015 or 023 Algebra	
ENGL 111 English Composition	3 credits
COMM 102 Interpersonal Communication	3 credits
Or	
COMM 101 Public Speaking	3 credits
IVYT 1XX	1-3 credits
	7-9 credits

Semester I

DENT 131 Basic Integrated Science	2 credits
DENT 102 Dental Materials I	3 credits
DENT 123 Dental Anatomy	2 credits
DENT 115 Preclinical Practice I	4 credits
DENT 116 Dental Emergency/Pharmacology	2 credits
	13 credits

Semester II

DENT 129 Dental Materials II	3 credits
DENT 118 Dental Radiography	4 credits
DENT 124 Preventative Dentistry/Diet and Nutrition	2 credits
DENT 125 Preclinical Practice II	3 credits
DENT 122 Clinical Practicum I	1 credit
DENT 117 Dental Office Management	2 credits
	15 credits

Summer Semester III

DENT 130 Clinical Practicum II	5 credits
DENT 128 Coronal Polish/Anti-caries Medicaments	1 credit
	6 credits

TOTAL 41-43 Credits

a. ADVANCE STANDING

Request for advanced standing must be made by the applicant to the DA Program Chair. Applicant must provide documentation showing that they possess the skills required within the advanced standing.

For example – Students with previous work experiences in dental offices. All students wanting advanced standing in the clinical must demonstrate clinical skills at the same level of the current students as evaluated by the Prior Learning Assessment test.

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. Requests for transfer credit must be made by the applicant to the DA Chair.

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 Dean of Academic Affairs or Dean of Student Affairs. 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. Assistant Vice Chancellor of Academic Affairs

Vice Chancellor of Student Affairs (if concern is not academically-related)

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

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 5:00 p.m. Sunday 1:00 p.m. to 5:00 p.m.
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 Ivy Hall 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 aid under specific policies and guidelines. Eligibility for most financial aid at the College is based upon the student's demonstrated financial need.

Students can apply for financial aid and scholarships through the Financial Aid Office located on the first floor of Ivy Hall. Counselors are available to assist you in completing the financial aid forms and answer questions that may arise during this process.

You should first meet with a financial aid counselor before dropping or adding courses during the semester because it could potentially affect your funding. Please refer to the current Student Policies listed in *The Vine* or the College Course Catalog, for further information.

Dental Assisting Program Fees

Before you begin the program –

General Education/Prerequisites

MATH 015 or 023 Algebra

ENGL 111 English Composition

3 credits

COMM 102 Interpersonal Communication

3 credits

Or

COMM 101 Public Speaking

3 credits

IVYT 1XX

1-3 credits

7-9 credits

1. Tuition = \$735.00 - \$945.00 (estimated)
2. Textbooks
3. Dental Check-up
4. Medical Exam and Vaccination Update
5. CPR Certification

Uniforms –

1. Set of scrubs = \$25.00
2. Clinical Jacket = \$20.00
3. Shoes = \$25-\$75

Dental Assisting Program

Fall Semester –

1. Tuition - 13 credits = \$1,365.00 (estimated)
2. Textbooks = \$350.00 (estimated)
3. Typodont with Cavity Cover = \$200.00 (estimated - purchased at bookstore)
4. Lab Supply Fees (attached to course DENT 115 and 102) = \$55.00
5. Technology Fee = \$60.00

Spring Semester -

1. Tuition – 15 credits = \$1,575.00 (estimated)
2. Textbooks = \$350.00 (estimated)
3. Lab Supply Fees (attached to course DENT 118, 125 and 129) = \$90.00
4. Technology Fee = \$60.00
5. DANB Radiation Health and Safety Exam Application Fee (attached to course DENT 118) = \$175.00
6. Lab Supply Kit Fees (through Bookstore) = \$225.00
7. Criminal Background Check and Drug Screen = \$111.00

Summer Semester -

1. Tuition – 6 credits = \$630.00 (estimated)
2. Lab Supply Fee (attached to course DENT 128) = \$30.00
3. Technology Fee = \$60.00
4. DANB General Chairside and Infection Control Exam Application Fee = \$350.00

General fees for Indiana residents are \$104.55.00 per credit hour and \$221.35 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.

b. 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/PLACEMENT

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

c. GRADUATE PLACEMENT

Program graduates have 80% and above placement rates. Beginning salaries range for Certified Dental Assistants from \$21,504 – \$26,000 dollars. Some graduates, working in specialty areas, have reported salaries in excess of \$30,000.

Career Services is available to assist students with placement.

d. BOARD EXAM RESULTS

Approximately 85% of the program graduates pass their national certification board exam on their first attempt, with one hundred percent pass rates for those who have to repeat the exam. Program graduates score above the national average when compared to other accredited programs.

VII. ATTACHED FORMS

Procedure relating to progression, stop-outs, and re-enrollment in programs with a two-step admission process

INTRODUCTION

To ensure demonstrated retained competency of the student, to maintain the safety of patients/clients of clinical affiliate organizations, and to promote student retention and completion, additional factors above those outlined in APPM 4.3 affect the determination of a student's standards of progress and continued enrollment in programs with a two-step admission process.

PROCEDURE

1. A student not successfully completing a required programmatic course (dropping or receiving a final grade of "W", "FW", "F", or "D" where required by program accreditation), must attempt to re-enroll in the non-completed course(s) the next academic term in which it is offered if there is an available opening, provided the student satisfies the standards of progress as outlined in APPM 4.3.
2. Students not successfully completing a required programmatic course may remain in the program with a two-step admission process, and may enroll in additional required programmatic courses in successive academic terms for which they have satisfactorily completed the pre-requisite, provided they satisfy the standards of progress as outlined in APPM 4.3.
3. Should there be any term of non-enrollment in the required course due to course availability the student will be required to demonstrate retained competency in the course objectives of any required pre-requisite programmatic course(s) as described below before re-enrolling in the course.
 - Demonstrated retained competency is typically satisfied by obtaining a repeat passing score on final exams, comprehensive laboratory exams, and clinical check-offs. Students unable to demonstrate retained competency of any required pre-requisite courses will be required to satisfy the requirements of an individually developed remediation plan as a condition of re-enrollment in the non-completed course.
 - Prior to the term the student desires to re-enroll in the course, the student must contact the program chair/designee in writing requesting re-enrollment for the following term. Requests will be considered based on available cohort space.
 - Sufficient time must exist between the receipt of the request and the start of the following term for the student to complete required retained competency demonstration as described above.

Stop-outs

1. In any term the student is not enrolled in any required programmatic courses, the student is considered a "stop-out", and should they wish to re-enroll in programmatic courses will be required to later request re-enrollment (within any maximum timeframe for completion guidelines as required by accrediting agencies) in the program with a two-step admission process as outlined above.



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: _____

Meet and Greet Appointment requirement met with Dental Assisting Faculty? Yes ___ No ___
See reverse side of application for additional application requirements

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

Date Received: _____

GENERAL EDUCATION COURSES
A = 6 points B = 4 points C = 2 points

NAME	WHEN TAKEN	WHERE TAKEN	GRADE	POINTS
MATH 050 or MATH 015 or MATH 023				
COMM 102 Or COMM 101				
IVYT 1XX				
ENGL 111				

EXTRA POINTS: (Possible one point for each course with a grade of A or B)

CINS 101 _____ PSYC 101 _____ SOCI 111 _____ SPAN 101 _____
 HLHS 101 _____ HLHS 105 _____ APHY 101 _____ APHY 102 _____

Total GEN ED Points: _____

Extra Points: _____

TOTAL: _____

Accepts: _____ Declines: _____

Applicant response returned:



Application Process and Meet and Greet Appointment

In addition to submitting your application, be sure to set up your meet and greet appointment with one of the Dental Assisting Faculty in January. You may submit your application at this time. You will need to provide an official/unofficial Ivy Tech transcript and or any other transcript you may have from other colleges or universities at the meet and greet appointment. In addition, please bring in a copy of your current class schedule.

FORM A
VOLUNTARY IDENTIFICATION OF SPECIAL NEEDS
IVY TECH COMMUNITY COLLEGE
DISABILITY SERVICES

If you have a disability and would like information about services, accommodations, or access, we invite you to complete this form and return it to Disability Services.

You must contact and/or visit Disability Services if you are requesting specific services or academic accommodations. **No action will be taken on your behalf without your specific request.**

Date _____, 200____ Term of Entry _____ New/Returning _____
Name _____ SSN _____
(last) (first) (m.i.)
Street _____ City _____
State _____ Zip _____ Phone _____
Program _____ TC _____ AS _____ AAS _____ Course Only _____

Would you like Ivy Tech to assist you in coordinating accommodations related to a disability?
_____ YES _____ NO

If yes, please complete this form and return it to the Special Services/ Adult Re-Entry Coordinator in the Office of Admissions, in the Ivy Hall Building.

ACCREDITING AGENCIES FOR DENTAL ASSISTING

North Central Association of Colleges and Schools

30 North LaSalle
Street Suite 2400
Chicago, IL 60602-1504

*AMERICAN DENTAL ASSOCIATION
COMMISSION OF DENTAL ACCREDITATION*

211 East Chicago Avenue
Chicago, IL 60611-2678
(312) 440-2915

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.

DRUG TESTING AND CRIMINAL BACKGROUND CHECK POLICY

Section X: Drug Testing and Criminal Background Check

The dental assisting students will receive the testing information at their orientation meeting in April, prior to the start of the program. Ivy Tech Community College utilizes Certified Background, a national service, for this testing. The students will be given full instructions prior to the timeline for completing the registration and payment for the testing.

The drug testing will include testing for the following substances: Amphetamines, barbiturates, benzodiazepines, cocaine, marijuana, methadone, methaqualone, opiates, PCP and Darvocet.

A criminal background check, conducted by Certified Background, will be submitted to the college. A student will also receive access to the results, and the student will release this information to the assigned clinical site (Affiliating Agencies), at a time and manner as requested by the agencies.

The Student will provide results of the criminal background check which will include:

County Criminal Records (for the past 7 years, or since age 18 if less than 25 years old)

Residency History

Social Security Number Verification

Nationwide Sexual Offender Index

Nationwide Healthcare Fraud and Abuse Scan

- Medicare & Medicaid Sanctioned, Excluded Individuals
- Office of Research Integrity (ORI)
- Office of Regulatory Affairs (ORA)
- FDA Debarment Check
- Office of Inspector General (OIG)-List of Excluded Individuals/Entities
- General Services Administration (GSA)-Excluded Parties List

U.S. Patriot Act

- Terrorism Sanctioned Regulations
- Office of Foreign Asset Control (OFAC)
- List of Specially Designated Nationals (SDN)
- U.S. Treasury
- Department of State Trade Control (DTC) Debarred Parties

The Students will provide the Affiliating Agency with direct access to internet based drug screen and criminal background results via a password protected portal. Alternately, the Affiliating Agency may ask the Students to submit a printed copy of the drug screen and criminal background results. The College does not maintain nor provide hard copies or provide electronic access directly to the Affiliating Agency. It is the Student's responsibility to provide copies or access. It is the responsibility of the Affiliating Agency to inform the College if a student is not accepted for clinical education based on the results of the drug screening or background check. The drug screen and criminal background results will be provided by the Student to the Affiliating Agency at least two weeks prior to the Student's arrival at the Affiliating Agency for clinical experiences.

***The student is responsible for the cost of these tests.
The current cost of this drug and criminal background check is \$111.00. Costs are subject to
change without notice.***

