Ivy Tech Community College
Dental Assisting Program
Program Information, Technical Certificate/Associate of Applied Science & Application Process
Fall 2019 Dental Assisting Program

Anderson Campus

Teresa Bailey, CDA, EFDA, MS, Program Chair
thaley100@ivytech.edu
765-643-7133 ext. 2369
January 1, 2019

Dear Interested Candidate,

Thank you for your interest in the Dental Assisting Program offered at the Anderson Campus of Ivy Tech Community College. Attached you will find the application steps, information about the program, the current suggested curriculum sequence, and the forms needed to complete the application process.

Ivy Tech Community College is accredited by the North Central Association of Colleges and Schools. The Dental Assisting program is accredited without reporting by the Commission on Dental Accreditation of the American Dental Association.

We want to help you reach your goals to become a part of the health care team. Please carefully read the information supplied in the packet.

If you have any questions, please call the Health Sciences Office on the Anderson Campus at (765) 643-7133, or 1-800-554-4882, ext. 2301 or my office extension 2369.

Sincerely,

Teresa A. Bailey, CDA, EFDA, MS
Dental Assisting Program Chair
DISCRIMINATION AND EQUAL OPPORTUNITY POLICY
Ivy Tech Community College seeks to develop degree credit programs, and community service offerings and to provide open admission, counseling, and placement for all persons, regardless of race, color, ethnicity, national origin, marital status, religion, sex, gender, sexual orientation, gender identity, disability, age, or veteran status. Faculty, staff, and student are expected to fulfill their educational responsibilities in compliance with this policy. Cases of perceived harassment or discrimination should promptly be reported to either the Vice Chancellor for Academic Affairs, Vice Chancellor for Student Affairs, or the Director of Human Resources/Affirmative Action Officer of file an Incident Report on MyIvy. All reported occurrences will be investigated and appropriate corrective action taken, if necessary.

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.
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Ivy Tech Community College  
Dental Assisting Program

I. DENTAL ASSISTING PROGRAM OVERVIEW

A. INTRODUCTION

Welcome to Ivy Tech Community College. Ivy Tech Community College is the largest community college in Indiana.

The purpose of the application booklet is to explain basic information about the dental assisting program, curriculum, and the admission and selection process of the one-year technical degree Dental Assisting Program. We encourage you to read the document thoroughly and mark any areas that may raise questions and warrant clarification. Please contact the School of Health Sciences program assistant on the Anderson Campus if you have questions or would like to schedule a time to meet with the dental assisting program chair. The phone number for the program assistant is: (765) 643-7133, or 1-800-644-4882, ext. 2301.

The Technical Certificate with an Associate of Applied Science option 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 a question 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 that require program acceptance. However, students must still apply to the program to be considered for dental assisting. Please see the application procedure found within this information and application process packet.

B. 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.

C. 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 and an extension of the dentist in his/her practice. The dental assistant must have the ability to perform under 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 are mandatory for the task being performed.

D. PROGRAM MISSION AND PURPOSE

It is the mission and intent of the Dental Assisting Program 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, skill, and judgment produce a graduate dental assistant who is a credit to his/her profession, with the competencies to successfully complete the National Certification examination. Consistent with the philosophy of Ivy Tech Community College, 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.

E. TEACHING AND CLINICAL FACILITIES

All facilities and resources of Ivy Tech Community College’s Anderson Campus are available to dental assistant students. Students may use the College’s library, open computer lab, the Academic Support Center, student services, and other academic services. All didactic courses are taught on the Anderson campus by faculty with degrees in the appropriate field of study.
Clinical experience is an integral part of the educational experience for all dental assistant students. The Dental Assisting Program has affiliation agreements with a wide range of dental offices to provide student-learning experiences.
F. DRUG TESTING AND CRIMINAL BACKGROUND CHECKS

IMPORTANT INFORMATION:

Implementation of Background Checks and Drug Screening Policy for Admission and Continued Enrollment for students who treat patients in the dental hygiene clinic:

1. **Enrollment in clinical courses and clinical co-requisite courses is contingent upon completion of a criminal background check and drug screening that meets the standards set forth by the College.** The process for completing the criminal background check and drug screening will be provided to candidates selected for admission. 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 hygiene and dental assisting programs will be required to complete a Criminal Background Check and Drug Screening, provided by an outside vendor selected by the college and at the student’s expense by the date specified in the letter of acceptance. Completion of the background check and drug screening is required in order for a student to enroll in any clinical course or co-requisite course.

   c. The results of the Criminal Background Check and Drug Screening will be made available to the student and the school. Upon completion, the dental hygiene and/or dental assisting program/department chairs will review the results. Results are maintained on the vendor’s secure online site. If positive findings are reported, the program/department chair will review the results with the Dean/Department Chair of the School of Health Sciences and if necessary, the Vice Chancellor of Academic Affairs.

   d. If the Program/Department Chair, Dean of the School of Health Sciences and Vice Chancellor of Academic Affairs determine that the results do not meet the standards set forth by the College, the student will not be allowed to enroll in any clinical courses or co-requisite courses. In most cases, this will mean that the student will not be able to progress in the program and will therefore not be able to complete the courses required for graduation.

   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 hygiene or 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. For specific information regarding your particular situation, please contact the State Board of Dentistry in the state you plan to apply for licensure.

3. Additional information regarding the college’s background check and drug testing policy can be found in the Ivy Tech Community College Academic Support and Operations Manual. Policy 4.14
U.S. Immigration and Nationality Act

The Indiana Professional Licensing Agency monitors and issues all professional licenses in the State of Indiana. Applicants applying for a dental radiography license must meet residency requirements in order to obtain that license. The information below states the residency requirements that must be met in order to apply for a dental assistant radiography license in the State of Indiana.

The Indiana Public Licensing Agency (IPLA) has recently taken a position that may preclude visa holding or otherwise undocumented students from sitting for certification/licensure within Indiana or applying for a professional license. Students should seek their own legal counsel in these matters.

The expectations U.S. Immigration and Nationality Act are found in the Federal Regulation 8 of the U.S.C.; Section 1641:

**Federal Regulation: 8 U.S.C. Section 1641: The U.S. Immigration and Nationality Act 2018 Amendment**

(A) IN GENERAL

 Except as otherwise provided in this chapter, the terms used in this chapter have the same meaning given such terms in section 101(a) of the Immigration and Nationality Act [8 U.S.C. 1101(a)].

(b) Qualified alien:

For purposes of this chapter, the term “qualified alien” means an alien who, at the time the alien applies for, receives, or attempts to receive a Federal public benefit, is—

(1) an alien who is lawfully admitted for permanent residence under the Immigration and Nationality Act [8 U.S.C. 1101 et seq.],

(2) an alien who is granted asylum under section 208 of such Act [8 U.S.C. 1158],

(3) a refugee who is admitted to the United States under section 207 of such Act [8 U.S.C. 1157],

(4) an alien who is paroled into the United States under section 212(d)(5) of such Act [8 U.S.C. 1182(d)(5)] for a period of at least 1 year,

(5) an alien whose deportation is being withheld under section 243(h) of such Act [8 U.S.C. 1253] (as in effect immediately before the effective date of section 307 of division C of Public Law 104–208) or section 241(b)(3) of such Act [8 U.S.C. 1231(b)(3)] (as amended by section 305(a) of division C of Public Law 104–208),

(6) an alien who is granted conditional entry pursuant to section 203(a)(7) of such Act [8 U.S.C. 1153(a)(7)] as in effect prior to April 1, 1980; or

(7) an alien who is a Cuban and Haitian entrant (as defined in section 501(e) of the Refugee Education Assistance Act of 1980).
II. APPLICATION PROCEDURE

A. APPLICATION TO THE COLLEGE

I. General College Admission Requirements: Achieve admission into the College by meeting Ivy Tech Community College admission requirements. You can apply online and free of charge for college admission at http://www.ivytech.edu/apply-now/ NOTE: Admission to Ivy Tech does not guarantee admission to the dental assisting program. Applicants must complete requirements for general admission to the college including the completion of all required academic skills classes.

Submit official transcript(s) from all colleges / universities (other than Ivy Tech) you have attended to the registrar. This will allow the registrar to award transfer credit for courses completed. Applicants who received college credit for any of the required pre-req courses by completing high school AP courses exams must also submit official high school transcripts to the registrar.

Transcripts should be mailed to:

Ivy Tech Community College
Office of the Registrar
815 E 60th Street
Anderson, IN  46013

Complete one of the following:

2. ACCUPLACER evaluation - scores will determine initial course placement.

ACCUPLACER EVALUATION

a. This evaluation is designed to measure your strengths and weaknesses in reading, writing, and mathematics. There is no charge for the evaluation, which is offered throughout the semester. ACCUPLACER is not timed, but usually takes two hours to complete. ACCUPLACER may be taken on a walk-in basis at the Testing Center at any of the Ivy Tech campuses. The center is sometimes reserved for specialized testing so individuals are encouraged to call ahead prior to taking the test. You may do so by calling the campus of your choice for walk-in testing availability.

Anderson – (765) 643-7133 or 1-800-644-4882

b. Students who have SAT or ACT scores – scores of 460 verbal or 460 math on the SAT, or scores of 19 reading, 19 writing and 19 math on the ACT, may be eligible to waive a portion or all of the ACCUPLACER evaluation.

c. Students who have an associate degree or higher, from a regionally accredited institution of higher learning (official college transcript required), which demonstrates evidence of successful completion of college-level algebra, will not be required to take the ACCUPLACER evaluation.

d. Comparable Academic Skill Advancement or General Education courses with a grade of "C" or better at a regionally accredited institution of higher learning (official transcript
required) may also exempt a new student from taking the ACCUPLACER. This decision will be made by the academic advisor.

After you have completed the application procedure to Ivy Tech, you will need to schedule an appointment with an advisor. Registration for required academic skills, general education and recommended pre-program coursework may now take place.

**APPLICATION DEADLINE – APRIL 5TH**

**ALL REQUIRED PRE-REQ COURSES MUST BE COMPLETED BY THE END OF SPRING SEMESTER**

**B. APPLICATION TO THE DENTAL ASSISTING PROGRAM**

- After you have completed the College’s application procedure and have completed all recommended Academic Skills Advancement courses, you may be considered for admission to the Dental Assisting Program.
- The dental assisting program is a limited enrollment program which accepts 24 students per year.
- It is your responsibility to meet any deadlines, or to contact the Health Sciences office to schedule appointments as necessary.
- We also ask that you inform the Health Sciences office if your plans change, and you cannot keep a scheduled appointment.
- There are 2 pathways to complete the dental assisting program at Ivy Tech. The first is the technical certificate, TC, program which requires 1 semester of prerequisites and 1 year of dental assisting courses.
- The second pathway is an Associates of Applied Sciences, AAS, degree program which requires 1 year of prerequisites and 1 year of dental assisting courses.
- Each pathway has a stated set of prerequisite courses which must be completed prior to entering the dental assisting program.

**APPLICATIONS SHOULD BE MAILED TO:**

Ivy Tech Community College  
Dental Assisting Program  
815 E 60th Street  
Anderson, IN 46013

**ACCEPTANCE STATUS**

- Candidates will be advised by Ivy Tech email of their status by the second week in June.
- Acceptance correspondence will only be sent to the candidate’s official Ivy Tech email address.
- Personal emails will not be used. All forms requiring your immediate attention will be attached to the email.
- You will be required to respond electronically to the acceptance information you receive. The acceptance email will include deadline dates that must be adhered to.
• Failure respond electronically by the deadline date in the acceptance email, may cause your status to change from accepted to not accepted. It is very important to return the commitment statement by the date specified in the acceptance letter.

MANDATORY ORIENTATION

• You will be required to attend an orientation meeting prior to the beginning of fall semester classes.
  o You will be enrolled in your fall classes at that time and will receive additional program information including book lists, supply lists, and the dental assisting program manual.
  o All students must have CPR for Healthcare Providers from either the American Red Cross or American Heart Association. No other CPR will be accepted. Student will have the opportunity to complete a CPR immediately following orientation.

C. PROGRAM APPLICATION REQUIREMENTS FOR THE TC or AAS

• The applicant MUST submit an unofficial Ivy Tech transcript with their application.
• If a recognized deficiency is identified on the ACCUPLACER evaluation in reading, writing, and mathematics, the applicant will be required to complete recommended academic skills courses before entering the program.

D. STUDENT SELECTION CRITERIA

• The dental assisting program accepts a total of 24 students per year.
• All students are chosen from applicants who have completed all prerequisite courses by the application deadline.
• Any prerequisite course not completed by the end of spring semester will receive 0 application points. Below, are the requirements for entering the TC program:

  Each application will be reviewed for the following:
  • Completed dental assisting program application
  • Completion of the following courses by the end of spring semester.
    o ENGL 111 English Composition
    o COMM 101 or 102 Speech or Interpersonal Communications
    o IVYT 112 Student Success in Health Care
    o HLHS 101 Medical Terminology
  • Selection is based on the grade received in the courses listed above. Points are awarded based on the grade received.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>6 points</td>
</tr>
<tr>
<td>B</td>
<td>4 points</td>
</tr>
<tr>
<td>C</td>
<td>2 points</td>
</tr>
</tbody>
</table>

• The total points for each applicant will be calculated using the total number of points earned based on the assigned point schedule. Applications are ranked from the highest number of points to the lowest. If there is a tie in points, the applications are rank ordered based on...
Cumulative GPA. Acceptance letters are then sent to the top 24 candidates. The next 5 in rank will be offered alternate positions and contacted should a top 24 candidate decline the position.

- Candidates who complete any of the additional AAS courses, with a C or better, will be awarded 1 additional point toward admission. See course list below.

### Multiple course attempts:

When the student has taken a prerequisite course more than once, points will be determined using the highest grade for the initial (first) two course attempts appearing on both Ivy Tech and other college transcripts. **A grade of “W” counts as an attempt.** Grades for courses over 5 years old may be excluded from consideration with the applicant’s written request included in the application packet. Excluding those grades from the admission point system does not affect calculation of the student’s grade point average (GPA).

2. **Required General Education Courses:**

Candidates for the Associates of Applied Sciences degree must complete the following coursework in order to complete the AAS degree. These courses may be taken before entering the dental assisting program or after completing the Technical Certificate.

- MATH 123 Quantitative Reasoning
- APHY 101 Anatomy and Physiology I
- APHY 102 Anatomy and Physiology II
- PSYC 101 Introduction to Psychology
- SOCI 111 Introduction to Sociology
- DENT 171 Dental Terminology

E. **APPLICANTS WHO ARE NOT ACCEPTED**

Each applicant will be informed of his/her status. Applicants will be placed in 1 of 3 categories:

1. Accepted
2. Alternate
3. Declined

Candidates placed on alternate status will be offered a position if an accepted candidate declines their position.

If an applicant wants to be considered for admission the following year, the applicant must reapply to the Dental Assisting Program. If new requirements are in place for applications at that time, the applicant must complete all new requirements.
F. HEALTH HISTORY FORM AND ESSENTIAL FUNCTIONS

Students accepted to the dental assisting program must have a health statement and appropriate immunizations completed by their healthcare provider prior to entering the program. Students will not be permitted to participate in clinical activities until this is completed.

During the appointment with the healthcare provider, students will be expected to have all of their immunizations updated and/or administered. This includes the Hepatitis B injections. Students are also expected to be tested for tuberculosis. If a student has a positive tuberculosis skin test, he/she will be expected to follow the advice of his/her physician. Any student who does not complete the health forms or refuses to follow the advice of his/her physician will be withdrawn from the clinical rotations, jeopardizing graduation from the program.

G. OCCUPATIONAL EXPOSURE TO IONIZING RADIATION

Dental personnel work with ionizing radiation daily. The State of Indiana requires that all dental assistants must be educationally trained in the proper use of radiographic equipment and technique for exposing radiographs safely. Students will follow mandated instructions regarding patient exposure and radiation asepsis for operators.

H. OCCUPATIONAL EXPOSURES TO BLOOD AND AIRBORNE PATHOGENS

Exposure to Blood What Healthcare 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.

What Are Airborne Pathogens?

Airborne Pathogens are infectious microorganisms which can be transmitted through air and could cause disease. The discharged microbes may remain suspended in the air on dust particles, respiratory and water droplets.

Tuberculosis, or TB, is an airborne pathogen of concern. TB is spread through the air from one person to another. The bacteria are put into the air when a person with TB disease of the lungs or throat coughs, sneezes, speaks, or sings. People nearby may breathe in these bacteria and become infected.

What to Do When an Airborne Pathogens Exposure Occurs:

If you think you have been exposed to an airborne pathogen (i.e. tuberculosis) without appropriate Personal Protective Equipment (PPE), you should immediately contact your Ivy Tech instructor and clinical supervisor and seek testing at an urgent care clinic, emergency room, or physician office. Be prepared to tell the doctor or nurse when you were exposed to the airborne pathogen, what type of exposure you think occurred (contaminated air with or without respiratory tract droplets, mucus, or blood), and if the source patient of the contamination is being tested for airborne pathogens.

How Can Occupational Exposure be prevented?

Cover your mouth when you cough or sneeze. Use a tissue or your elbow to cut down on the possibility of transmitting germs on your hands. Wash your hands thoroughly (at least 20 seconds) and often, especially after sneezing or coughing. Avoid touching your face or other people with unwashed hands.

Dental professionals should wear personal protective equipment during patient care. Gowns, masks, gloves and safety eyewear should be worn at all times when working with patients.

If you have additional questions regarding bloodborne and airborne pathogens, please see the dental assisting program chair.
I. ESSENTIAL FUNCTIONS

The following statements are provided to give the potential dental assistant 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 make an appointment with the program chair to discuss concerns or requests for accommodation for his/her disability. **Students with a documented need for accommodations are to meet with the campus Disabilities Support Service Representative.**
<table>
<thead>
<tr>
<th>FUNCTIONS/ABILITY CATEGORY</th>
<th>REPRESENTATIVE ACTIVITY ATTRIBUTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>GROSS MOTOR SKILLS</td>
<td>Move within confined spaces of operatory&lt;br&gt;Sit and maintain balance&lt;br&gt;Stand and maintain balance&lt;br&gt;Perform full range of body motion</td>
</tr>
<tr>
<td>FINE MOTOR SKILLS</td>
<td>Pick up objects with hands&lt;br&gt;Grasp small objects with hands (e.g., instruments)&lt;br&gt;Write with pen or pencil&lt;br&gt;Key/type (e.g., computer)&lt;br&gt;Pinch/Pick or otherwise work with fingers (e.g., transfer, retrieve instruments, materials, and equipment)&lt;br&gt;Twist (e.g., turn objects/knobs using hands)</td>
</tr>
<tr>
<td>PHYSICAL ENDURANCE</td>
<td>Stand, sit, or combination of both for long periods of time (e.g., operative procedure)&lt;br&gt;Sustain repetitive movements (e.g., CPR)&lt;br&gt;Maintain physical tolerance (e.g., work entire day)</td>
</tr>
<tr>
<td>MOBILITY</td>
<td>Twist&lt;br&gt;Bend&lt;br&gt;Reach&lt;br&gt;Stoop/squat&lt;br&gt;Pull/push&lt;br&gt;Move quickly (e.g., response to an emergency)&lt;br&gt;Climb (e.g., ladders/stools/stairs)&lt;br&gt;Walk</td>
</tr>
<tr>
<td>HEARING</td>
<td>Hear normal speaking level sounds (e.g., person-to-person report)&lt;br&gt;Hear faint voices&lt;br&gt;Hear in situations when not able to see lips (e.g., when masks are used)</td>
</tr>
<tr>
<td>VISUAL</td>
<td>See object up to 20 inches away (e.g., information on a computer screen)&lt;br&gt;See objects up to 20 feet away (e.g., patient in a room)&lt;br&gt;Use depth perception&lt;br&gt;Use peripheral vision&lt;br&gt;Identify color changes in skin&lt;br&gt;Distinguish color intensity (e.g., flushed skin, paleness)</td>
</tr>
<tr>
<td>SMELL</td>
<td>Detect odors from patients (e.g., foul smelling oral cavity&lt;br&gt; Detect smoke&lt;br&gt; Detect gasses or noxious smells</td>
</tr>
<tr>
<td>FUNCTIONS/ABILITY CATEGORY</td>
<td>REPRESENTATIVE ACTIVITY ATTRIBUTE</td>
</tr>
<tr>
<td>-----------------------------</td>
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</tr>
</tbody>
</table>
| READING                     | Read and understand written documents (e.g., policies/protocol)  
                               | Read digital displays (steam autoclave) |
| ARITHMETIC COMPETENCE       | Tell time  
                               | Use a calculator  
                               | Basic geometry |
| EMOTIONAL STABILITY         | Adapt effectively to environments with high tension to ensure 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  
                               | Maintains 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 relationship  
                               | Plan/control activities for other  
                               | Synthesize knowledge and skills  
                               | Sequence information |
| INTERPERSONAL COMMUNICATION | 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 |
J. INDIANA LICENSURE REQUIREMENTS FOR DENTAL ASSISTANT APPLICANTS

In the state of Indiana, licensure is not required for general dental assisting duties with the exception of Radiation Health and Safety; however, it is highly recommended that students complete all three sections of the National Certification examinations.

<table>
<thead>
<tr>
<th>Indiana Licensure for Dental Assistant Applicants</th>
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<tbody>
<tr>
<td>Answer each of the following questions “Yes” or “No”. If you answer any of the questions “Yes”, please provide a complete explanation on a separate sheet. Keep in mind that the licensing agencies may or may not grant a permit based on the level of the infraction.</td>
</tr>
<tr>
<td>Have you ever been convicted of a felony? Yes/No</td>
</tr>
<tr>
<td>Have you ever been denied or had a license/certification revoked? Yes/No</td>
</tr>
<tr>
<td>Have you ever been formally notified of any complaint against you relative to the practice of radiologic technology? Yes/No</td>
</tr>
<tr>
<td>Do you have a drug or an alcohol abuse problem or any mental or physical disability that, through the practice of your duties, may be dangerous? Yes/No</td>
</tr>
</tbody>
</table>
# DENTAL ASSISTING

## TECHNICAL CERTIFICATE

### III. CURRICULUM – DENTAL ASSISTING

#### A. GENERAL EDUCATION – 10 CREDITS

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>*COMM 101</td>
<td>Speech or</td>
<td></td>
</tr>
<tr>
<td>*COMM 102</td>
<td>Introduction to Interpersonal Communication</td>
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</tr>
<tr>
<td>*ENGL 111</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>*IVYT 112</td>
<td>Success in Healthcare</td>
<td>1</td>
</tr>
<tr>
<td>*HLHS 101</td>
<td>Medical Terminology</td>
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</tr>
</tbody>
</table>

Total credit hours = 10

#### ADDITIONAL AAS COURSEWORK

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>APHY 101</td>
<td>Anatomy and Physiology I</td>
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<tr>
<td>APHY 102</td>
<td>Anatomy and Physiology II</td>
<td>3</td>
</tr>
<tr>
<td>DENT 171</td>
<td>Dental Terminology</td>
<td>3</td>
</tr>
<tr>
<td>MATH 123</td>
<td>Quantitative Reasoning</td>
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<tr>
<td>PSYC 101</td>
<td>Introduction to Psychology</td>
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<tr>
<td>SOCI 111</td>
<td>Introduction to Sociology</td>
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</table>

Total credit hours = 15

#### PROFESSIONAL / TECHNICAL COURSES – 33 CREDITS

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>DENT 102</td>
<td>Dental Materials and Laboratory I</td>
<td>3</td>
</tr>
<tr>
<td>DENT 115</td>
<td>Preclinical Practice I</td>
<td>4</td>
</tr>
<tr>
<td>DENT 116</td>
<td>Pharmacology &amp; Emergencies</td>
<td>2</td>
</tr>
<tr>
<td>DENT 117</td>
<td>Dental Office Management</td>
<td>2</td>
</tr>
<tr>
<td>DENT 118</td>
<td>Dental Radiography</td>
<td>4</td>
</tr>
<tr>
<td>DENT 122</td>
<td>Clinical Practicum I</td>
<td>1</td>
</tr>
<tr>
<td>DENT 123</td>
<td>Dental Anatomy</td>
<td>3</td>
</tr>
<tr>
<td>DENT 124</td>
<td>Preventive Dentistry &amp; Nutrition</td>
<td>2</td>
</tr>
<tr>
<td>DENT 125</td>
<td>Preclinical Practice II</td>
<td>3</td>
</tr>
<tr>
<td>DENT 128</td>
<td>Coronal Polish &amp; Caries Prevention</td>
<td>1</td>
</tr>
<tr>
<td>DENT 129</td>
<td>Dental Materials and Laboratory II</td>
<td>3</td>
</tr>
<tr>
<td>DENT 130</td>
<td>Clinical Practicum II</td>
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<tr>
<td>DENT 132</td>
<td>Expanded Functions (not required for the TC)</td>
<td>3</td>
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</tbody>
</table>

Total credit hours = 36
B. DENTAL ASSISTING
TECHNICAL CERTIFICATE
SEQUENCE 2019-2020

Fall Semester
DENT 115*    Preclinical Practice I       3 credit hours
DENT 123    Dental Anatomy                 3 credit hours
DENT 116    Pharmacology & Emergencies     2 credit hours
DENT 102    Dental Materials I             3 credit hours
DENT 128    Coronal Polishing & Caries Prevention 1 credit hour

Spring Semester
DENT 125*    Preclinical Practice II      3 credit hours
DENT 118**   Radiology                     4 credit hours
DENT 129    Dental Materials II           3 credit hours
DENT 124    Preventive Dentistry & Nutrition 2 credit hours
DENT 122    Clinical Externship I         1 credit hour
DENT 117    Dental Practice Management    2 credit hours

Summer Term
DENT 130    Clinical Externship            5 credit hours
DENT 132    Expanded Functions             3 credit hours

Technical Certificate Total includes
10 credit hours of prerequisites totaling 46 credit hours

(Distribution of credit hours and contact hours)
Lecture 1cr = 1 lecture hour per week
Laboratory 1cr = 2 laboratory hours per week
Clinical Practicum 1cr = 3 practicum hours per week
Clinical Externship 1cr = 5 extern hours per week

C. DENTAL ASSISTING NATIONAL BOARD EXAMS

Dental assisting students receive the opportunity to become Certified Dental Assistants (CDA) by taking the Dental Assisting National Board Examination. (DANB). This exam is offered in 3 parts with Infection Control (ICE) in semester 1, Radiation Health and Safety (RHS) exam in semester 2 and General Chairside (GCE) at the end of the 3rd semester. The cost of this exam is included in the tuition. If a student should fail an exam, it is the student is responsible for any fees required to retake the exam.
V. ESTIMATED PROGRAM COST FOR TECHNICAL CERTIFICATE EXCLUDING PREREQUISITE COURSES

General fees for Indiana residents are $140.61* per credit hour, $275.08* per credit hour for non-residents, online out-of-state $164.90 per credit hour, military $111.15 per credit hour, state employee $111.15 per credit hour and international $275.08 per credit hour. In addition, a $75 Technology Fee will be assessed to each student, each semester. **Total fees and estimated costs for the twelve-month program, by semester, are:**

### June-August prior to beginning the Dental Assisting Program

<table>
<thead>
<tr>
<th>Service</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Background check &amp; drug testing</td>
<td>$99.90</td>
</tr>
<tr>
<td>Immunization Tracker</td>
<td>20.00</td>
</tr>
<tr>
<td>Physical exam and immunizations/titers</td>
<td></td>
</tr>
<tr>
<td>(variable, based on provider)</td>
<td></td>
</tr>
<tr>
<td>CPR Certification</td>
<td>$85.00</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>$204.90</strong></td>
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</tbody>
</table>

### Fall 2019

*Tuition 13 credit hours @ $140.61 per credit hour

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technology Fee</td>
<td>$75.00</td>
</tr>
<tr>
<td>Textbooks and Supplies</td>
<td>$900.00</td>
</tr>
<tr>
<td>Consumable fee</td>
<td>$190.00</td>
</tr>
<tr>
<td>Uniforms and other supplies</td>
<td>$200.00</td>
</tr>
<tr>
<td>Clinic shoes and safety glasses</td>
<td>$80.00</td>
</tr>
<tr>
<td>Typodont</td>
<td>$200.00</td>
</tr>
<tr>
<td>DANB ICE Exam</td>
<td>$250.00</td>
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<tr>
<td>Printing</td>
<td>$25.00</td>
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<tr>
<td><strong>Fall Semester Total</strong></td>
<td><strong>$3747.93</strong></td>
</tr>
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</table>

### Spring 2020

*Tuition 15 credit hours @ $140.61 per credit hour

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
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</thead>
<tbody>
<tr>
<td>Technology fee</td>
<td>$75.00</td>
</tr>
<tr>
<td>Consumable fee</td>
<td>$90.00</td>
</tr>
<tr>
<td>Textbooks</td>
<td>$100.00</td>
</tr>
<tr>
<td>DANB RHS Exam</td>
<td>$250.00</td>
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<tr>
<td>Printing</td>
<td>$25.00</td>
</tr>
<tr>
<td><strong>Spring Semester Total</strong></td>
<td><strong>$2559.15</strong></td>
</tr>
</tbody>
</table>
**Summer Term 2020**

*Tuition*  8 credit hours @ $141.61 per credit hour  
$1132.88

Technology Fee  
$ 75.00

Consumable fee (Expanded Functions)  
$ 450.00

Books  
$ 200.00

DANB GCE Exam  
$ 250.00

Printing  
$ 25.00

**Fall Semester Total**  
$1882.88

1 Year Total:  $8394.86

*Tuition and fees subject to change without prior notification

To see all tuition rates please follow the following link: [http://www.ivytech.edu/tuition/](http://www.ivytech.edu/tuition/)

#The Dental Assisting National Board (DANB) exam is part of the students overall educational accomplishment. The exam is divided into 3 steps, 1 each semester, infection control (ICE), radiation health and safety (RHS) and general chairside (GCE). The cost of the exam is part of the student’s tuition.
DENTAL ASSISTING PROGRAM
APPLICATION FOR ADMISSION

815 E 60th Street
Anderson, IN 46013

Personal Data

Student ID Number: C______________

Full Name ________________________________________________

Legal Address _____________________________________________

City_______________________________ State _____ Zip Code_______

Current telephone number (_______) ____________________________

Cell phone number (_______) _________________________________

Ivy Tech Email Address ________________________________

Education

<table>
<thead>
<tr>
<th>Name/Address of School (College)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>--</td>
</tr>
</tbody>
</table>

Prerequisites

<table>
<thead>
<tr>
<th>Course</th>
<th>Institution where taken</th>
<th>Course</th>
<th>Institution where taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 111</td>
<td></td>
<td>COMM 101 or 102</td>
<td></td>
</tr>
<tr>
<td>HLHS 101</td>
<td></td>
<td>IVYT 112</td>
<td></td>
</tr>
</tbody>
</table>

An unofficial transcript from each college or university attended must be on file to be considered for the program. These copies must accompany this application form.

The application must be turned in to the Dental Assisting Program by April 5 of each year. Incomplete applications will not be accepted.

I hereby give permission to the Dental Assisting Program to inspect my application and academic records. I verify that the information provided is true.

Signature___________________________________ Date_______________

Revised 2/2019