



Lafayette

Dental Assisting
Program Overview and
Application Process
2020-2021

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Dental Assisting Program

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.

Introduction

Welcome to the Lafayette Campus of the Ivy Tech Community College. Ivy Tech is Indiana's community-based technical college. 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, which includes 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 Dental Assisting clinical sequencing. Please see the application procedure found within this Program Overview Booklet.

Program History

The Dental Assisting Program was initiated in the fall of 1973 at the Lafayette Regional 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 granted the credential Certified Dental Assistant (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 program of study begins in August.

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. In addition, the dental assistant must be able to move around quickly in a small space. The dental assistant's full attention and focus is mandatory for the task being performed.

HEALTH RISKS - Bloodborne Pathogens and Disease – The Dental Profession presents a possibility of high risk for exposure to bloodborne pathogens and disease. Dental professionals have the ethical responsibility to treat patients regardless of health/disease status. Within the program you will be instructed how to protect yourself and your patient against cross contamination and disease transmission.

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 Board 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 as well as performing much of the treatment in the care of the patient in the general, specialty, emergency, and administrative areas of dentistry.

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, the open computer lab, the Learning Resource Center, Student Services and other academic services that are located within Ivy Hall. All courses are taught 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 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.

General Program Description

3 semesters in length – Fall-Spring-Summer

The Dental Assisting program is a one year, technical certificate program that prepares graduates to enter the profession of dental assisting. During the one year cohort, students receive an in-depth education in many aspects of dentistry including clinical practice, oral and human anatomy, dental materials and radiology. Included in the radiology training, students will take the Dental Assisting National Board Radiation Health and Safety exam and will be eligible to apply for a state license after graduation. These skills allow graduates to be immediately employable upon graduation.

The Dental Assisting curriculum consists of 43 required credit hours. Students applying to this one-year program must have completed English Composition ENGL 111, Public Speaking COMM 101 or Interpersonal Communications COMM 102, Medical Terminology HLHS 101, and a Life Skills Class IVYT 1XX.

The Dental Assisting program is a fulltime, primarily daytime program. Our students are in classes, labs or clinicals Monday through Friday and are on campus anywhere from 24-32 hours a week depending upon the semester.

Graduates are awarded a Technical Certificate and are eligible to sit for the Dental Assisting National Board exams.

The Dental Assisting program is accredited by the Commission on Dental Accreditation of the American Dental Association.

The Dental Assisting program is a selective program. When you apply to the college, you will be accepted into the Health Care Support Program while you complete the prerequisite requirements.

The Dental Assisting program accepts a limited number of students each year and there is a separate application process. Contact your campus of interest for more details.

What a Dental Assistant Looks Like

Description of the Job

The dental assistant is an integral part of the dental health care team. Dental assistants must be a second pair of hands for the dentist; therefore, dentists look for people who are reliable, work well with others, are organized, able to multi-task, and have good manual dexterity. In addition, dental assistants need to demonstrate professionalism, have compassion for others as well as the dedication necessary to promote excellent dental health care.

Along with routine chairside skills, the dental assistant performs much of the patient treatment which includes many complex activities that need a thorough knowledge of the profession and proficient skills. These skills may include taking impressions, placing restorations and temporary crowns, exposing and processing dental x-rays, applying cavity preventive agents to teeth, coronal polishing and the placement of dental dams to isolate teeth for treatment. Further description would include laboratory work, inventory control, patient education as well as front office duties.

The dental assistant's job description involves many activities and responsibilities. From the pre-treatment stage to post-treatment, the dental assistant works with the specialist and the patient. It is quite clear that the dental office functions to its full potential with the efficient services and dedication of the dental assistant.

If you enjoy working with and caring for people and thrive in a fast paced environment, dental assisting may be for you. When considering the field of dental assisting, ask yourself if you have these qualities:

- Caring
- Reliable
- Ability to multi-task
- Efficient
- Organized
- Good manual dexterity
- Professional
- Leadership skills
- Excellent Interpersonal Communication skills
- Team player
- Outgoing
- Diligent

The dental profession is a very rewarding career. The dental assistant performs and assists with an extensive variety of dental treatments. Therefore, each day is a new creation of its own. Not only does the profession present the opportunity for one to work with a wide array of amazing patients, one gets to experience the gratification received from performing their best dental health care skills and practices.

The Dental Assisting program at Ivy Tech Community College produces quality graduates to enter this fascinating field of health care. During the student's educational journey one will participate in lectures, labs and clinicals to equip and strengthen them as a person and as a dental professional. Throughout the course of the program, students will be introduced to knowledge and skills that will build on each other as the year progresses. In addition, students will be inspired by a diverse range of dental professionals as they share their time with us on campus and in their dental offices. The students' networking possibilities start on the first day of class.

The dental assisting instructors have numerous years of experience in the dental field and are eager to share their passion for their profession with their students. These instructors will be happy to discuss the details of their program.

For more information about dental assisting, visit the American Dental Assistant's Association website at:

<http://www.dentalassistant.org/>



Dental Assisting

Uniform Policy

- Scrubs neat and clean
- Black T-shirts only
- Shoes need to be clean
- Black or white socks or footies
- Jewelry accepted:
 - A watch
 - One ring. The ring should not excessively protrude.
 - One pair of earring studs in earlobe. Earrings are not below the earlobe.
- No visible piercings or tattoos. Oral cavity is considered visible. Visible piercings and tattoos must be covered at all times.
- Professional make up
- Hair is up, off the collar, and out of face - no artificial hair color
- Clear nail polish only - nails clean and short - no artificial nails
- Clinical jacket/gown worn at all times with patients. Clinical jacket must be removed when leaving the clinic.
- Clinical Badge must be worn at all times
- No gum or food
- PPE must be worn
- NO SMOKING. Any student smelling of smoke will not be allowed to assist chairside
- No cell phones on the student

Professional grooming and attitude is considered to be of utmost importance in the dental office

Application Procedure

Application to the College

STEP 1

Complete the Admissions Application and return it to the Office of Admissions located on the first floor of Ivy Hall in the Express Enrollment Center or apply on-line at IvyTech.edu/ApplyNow

STEP 2

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

Complete the Free application for Federal Student Aid (FAFSA) at FAFSA.gov to ensure you have access to financial aid. Our School code is 009917.

STEP 3

Accuplacer 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. Accuplacer is not timed, but usually takes two to three hours to complete. A current photo id is required at the time of testing. Scratch paper and pencils are provided. When you finish the test, the assessment proctor will evaluate your scores and explain the results.

Assessment is used to ensure proper placement in classes. We can measure this in several different ways including previous college credit earned, PSAT/SAT or ACT scores, or through an assessment tool called ACCUPLACER. To make an appointment to take our ACCUPLACER assessment in Ivy Hall, room 1135, visit www.ivytech.edu/assessment or call 765-269-5611.

In addition to the assessment, students must attend an Orientation Session on campus or complete this session on line.

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

For questions about assessment please contact the Admissions office.

Preparing for the Accuplacer Test

We encourage all students to spend time reviewing the sample test. www.ivytech.edu/assessment

Application to the Dental Assisting Program

Introduction

After you have been accepted to the College (Steps 1-3), and have completed all recommended Academic Skills Advancement courses, you will want to complete the four (4) general education pre-requisite courses required for the admission process in your first semester if possible. After successful completion of these four (4) pre-requisite courses, you may be considered for the didactic and clinical-sequence admission to the Dental Assisting Program.

There are two pathways to complete the dental assisting program at Ivy Tech. The first pathway is the Technical Certificate (TC) program. This requires one semester of prerequisites and one year of dental assisting courses. All program students must complete the TC program, which is the accredited program in preparation for the Certified Dental Assistant credential (CDA).

The other pathway is an Associate of Applied Science (AAS) degree program. The AAS degree is optional. This requires one year of prerequisites and general education courses and one year of dental assisting courses. The general education courses required for completion of the AAS degree can be completed before, during, and/or after completion of the dental assisting courses and earning the Technical Certificate.

Each pathway has a stated set of prerequisite courses which must be completed prior to entering the dental assisting program.

STEP 4

THE ONLINE APPLICATION PROCESS OPENS March 15 and closes May 15.
Application Link - <https://apps.ivytech.edu/apply/NursingAndHealthScience>

After you have completed the College's application procedure and have completed all recommended prerequisite 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.

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 December or January ***before the application deadline***. You will need to provide an official/unofficial Ivy Tech transcript and/or any other transcripts you may have from other colleges or universities at the meet and greet appointment. 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.

STEP 5

Offers of admission to the program will be emailed beginning within 1 week of the application close date and continue until program capacity is met or one week before the start of fall classes.

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 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 Health Sciences Office.

Failure to return the statement of commitment 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.

STEP 6

Once you have been accepted into the Dental Assisting Program you will be required to attend an orientation meeting prior to the beginning of fall classes. You will be enrolled in your fall classes, as well as receive 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 up to date. They will be tested for Tuberculosis. In addition, all students are required to have a drug and criminal background check preformed. Please see the last page of this Overview Booklet for more details.

Program Application Requirements

- If a recognized deficiency is identified on the ACCUPLACER test in reading, writing, mathematics the applicant will be required to complete recommended basic skills courses before entering the program.
- If a student would like to complete additional courses before beginning the program, we **RECOMMEND** Anatomy and Physiology I & II, Psychology, Sociology, Quantitative Reasoning, and Dental Terminology.

Testing Instruments Needed for 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.

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.

- 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 stated deadline will receive 0 application points. Below, are the requirements for entering the TC program:

Each application will be reviewed for the following:

- **General Statement of Application**
- **Grades in the following prerequisite college courses**
 - **ENGL 111 English Composition**
 - **COMM 101 or 102 Speech or Interpersonal Communications**
 - **IVYT 112 Student Success in Health Care**
 - **HLHS 101 Medical Terminology**
 - **Admission is 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.**
 - **Students must have a C or better in all prerequisite courses as well as a cumulative GPA of 2.0 or greater.**

The following points will be assessed dependent on the grade earned in ENGL 111, COMM 101 or 102, HLHS 101 and IVYT 112:

Application Details

- Students will be able to select up to 3 programs and 3 campuses each.
- Depending on their rank and offers, students could potentially receive multiple offers.
- Once a student accepts 1 offer, then they are immediately withdrawn from all offers.
- A student does have the option to withdraw, his/her application entirely from the system. In this case, the student will not be placed back into the application pool for this application cycle.
- Student applications are assigned points on the following criteria: Grades, Pre-admission testing, and Certifications as applicable to the program.

Point Values

Point Scale	SCIENCE	NON-SCIENCE
A	30	15
B	20	10
C	10	5
D	0	0
F	0	0

Science Classes – APHY, CHEM, BIOL, MATH, SCIN, HLHS 101, PARM 102, SURG 203, PTAS 101*

Non-Science Classes – ENGL, PSYC, COMM, IVYT, HLHS 105

*PTAS 101 grade will be weighted x 2

/CLEP/DANTES/VERIFIED CREDIT = B (Non-Science)

S/Pass = Letter grade of C per category

Each application will be reviewed for the following required College General Education Courses:

- HLHS 101
- ENGL 111
- IVYT 1XX
- COMM 102 or COMM 102

Re-Application Process

Application materials such as ACCUPLACER scores are valid for two years. 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 re-apply online prior to May 15, of the next year. If new requirements are in place for applications at that time, the applicant must complete all new requirements.



Dental Assisting Program

TECHNICAL CERTIFICATE SEQUENCE

Semester 1 – (Pre-requisite classes)

*COMM 101	Fundamentals of Public Speaking	
Or		
*COMM 102	Introduction to Interpersonal Communication	3 credits
*ENGL 111	English Composition	3 credits
*HLHS 101	Medical Terminology	3 credits
*IVYT 1XX	Student Success Elective	<u>1 credit</u>
Semester Total		10 credits

Semester 2 – Fall Semester

DENT 102	Dental Materials and Lab I	3 credits
DENT 115	Preclinical Practice I	4 credits
DENT 116	Dental Emergencies/Pharmacology	2 credits
DENT 123	Dental Anatomy	3 credits
DENT 124	Preventive Dentistry/Diet & Nutrition	<u>2 credits</u>
Semester Total		14 credits

Semester 3 – Spring Semester

DENT 117	Dental Office Management	2 credits
DENT 118	Dental Radiography	4 credits
DENT 122	Clinical Practicum	1 credit
DENT 125	Preclinical Practice II	3 credits
DENT 128	Coronal Polishing and Caries Prevention	1 credits
DENT 129	Dental Materials and Lab II	<u>3 credits</u>
Semester Total		14 credits

Semester 4 – Summer Semester

DENT 130	Clinical Externship	<u>5 credits</u>
Semester Total		5 credits

DEGREE TOTAL **43 Credits**

*Courses must be successfully completed before admittance to the program/application process

Cost of Program

Dental Assisting Technical Certificate Program Fees

Before you begin the program –

General Education/Prerequisites

HLHS 101 Medical Terminology	3 credits
ENGL 111 English Composition	3 credits
COMM 102 Interpersonal Communication	3 credits
Or	
COMM 101 Public Speaking	3 credits
IVYT 1XX	1-3 credits
	10 credits

1. Tuition = \$1,400.00 (estimated)
2. Textbooks \$500.00 (estimated)
3. Dental Check-up
4. Medical Exam and Vaccination Update
5. CPR Certification – Health Care Provider

Uniforms –

1. Set of scrubs = \$50.00
2. Clinical Jacket = \$40.00
3. Shoes = \$25-\$100

Dental Assisting Program

Fall Semester –

1. Tuition - 14 credits = \$1900.00 (estimated)
2. Textbooks = \$600.00 (estimated)
3. Typodont with Cavity Cover = \$250.00 (estimated - purchased at bookstore)
4. Lab Supply Fees (attached to courses DENT 102, 115, and 124) = \$110.00
5. DANB Infection Control Exam Fee (attached to course DENT 115)= \$270.00
6. Technology Fee = \$75.00

Spring Semester -

1. Tuition – 14 credits =\$1900.00 (estimated)
2. Textbooks = \$200.00 (estimated)
3. Lab Supply Fees (attached to courses DENT 118, 125, 128, and 129) = \$160.00
4. Course-related Lab Kit Fee for course DENT 122 (through Bookstore) = \$200.00 (estimated)
5. Technology Fee = \$75.00
6. DANB Radiation Health and Safety Exam Fee (attached to course DENT 118) = \$270.00
7. Criminal Background Check and Drug Screen = \$111.00

Summer Semester -

1. Tuition – 5 credits = \$700.00 (estimated)
2. No Textbooks needed - *will use 2 textbooks from previous semesters
3. Technology Fee = \$75.00
4. DANB General Chairside Exam Fee (attached to course DENT 130) = \$270.00

Tuition for Indiana residents is \$145.01 per credit hour and \$283.69 per credit hour for non-resident Fees are subject to change without prior notice.



Dental Assisting Program - Lafayette
ASSOCIATE OF APPLIED SCIENCE SEQUENCE

Semester 1

APHY 101	Anatomy and Physiology I	3 credits
*HLHS 101	Medical Terminology	3 credits
*ENGL 111	English Composition	3 credits
*IVYT 1XX	Student Success Elective	1 credit
MATH 123	Quantitative Reasoning or higher	<u>3 credits</u>
Semester Total		13 credits

Semester 2

*COMM 101	Fundamentals of Public Speaking	3 credits
OR		
*COMM 102	Introduction to Interpersonal Communication	3 credits
APHY 102	Anatomy and Physiology II	3 credits
DENT 171	Dental Terminology	3 credits
PSYC 101	Introduction to Psychology	3 credits
SOCI 111	Introduction to Sociology	<u>3 credits</u>
Semester Total		15 credits

Semester 3 – Fall Semester

DENT 102	Dental Materials & Lab I	3 credits
DENT 115	Preclinical Practice I	4 credits
DENT 116	Dental Emergencies/Pharmacology	2 credits
DENT 123	Dental Anatomy	3 credits
DENT 124	Preventive Dentistry/Diet and Nutrition	<u>2 credits</u>
Semester Total		14 credits

Semester 4 – Spring Semester

DENT 117	Dental Office Management	2 credits
DENT 118	Dental Radiography	4 credits
DENT 122	Clinical Practicum I	1 credit
DENT 125	Preclinical Practice II	3 credits
DENT 128	Coronal Polishing and Caries Prevention	1 credit
DENT 129	Dental Materials & Lab II	<u>3 credits</u>
Semester Total		14 credits

Semester 5 – Summer Semester

DENT 130	Clinical II – Externship	5 credits
DENT 132	Expanded Functions for Dental Assistants	<u>3 credits</u>
Semester Total		8 credits
DEGREE TOTAL		64 credits

*Courses must be successfully completed before admittance to the program/application process

Cost of Program

Dental Assisting Associate of Applied Science Program Fees

General Education/Prerequisites

Semester 1

APHY I Anatomy and Physiology I	3 credits
*HLHS 101 Medical Terminology	3 credits
*ENGL 111 English Composition	3 credits
*IVYT 1XX Student Success Elective	1 credit
MATH 123 Quantitative Reasoning	<u>3 credits</u>
	13 credits

1. Tuition = \$1,800.00 (estimated)
2. Textbooks = \$500.00 (estimated)

Semester 2

*COMM 102 Interpersonal Communication OR COMM 101 Public Speaking	3 credits
APHY 102 Anatomy and Physiology II	3 credits
DENT 171 Dental Terminology	3 credits
PSYC 101 Introduction to Psychology	3 credits
SOCI 111 Introduction to Sociology	<u>3 credits</u>
	15 credits

1. Tuition = \$2,100.00 (estimated)
2. Textbooks \$500.00 (estimated)

Before you begin the program -

1. Dental Check-up
2. Medical Exam and Vaccination Update
3. CPR Certification – Health Care Provider

Uniforms –

1. Set of scrubs = \$50.00
2. Clinical Jacket = \$40.00
3. Shoes = \$25-\$100

Dental Assisting Program

Fall Semester –

1. Tuition - 14 credits = \$1900.00 (estimated)
2. Textbooks = \$600.00 (estimated)
3. Typodont with Cavity Cover = \$250.00 (estimated - purchased at bookstore)
4. Lab Supply Fees (attached to courses DENT 102, 115, and 124) = \$110.00
5. DANB Infection Control Exam Fee (attached to course DENT 115) = \$270.00
6. Technology Fee = \$75.00

Spring Semester -

1. Tuition – 14 credits = \$1900.00 (estimated)
2. Textbooks = \$200.00 (estimated)
3. Lab Supply Fees (attached to courses DENT 118, 125, 128, and 129) = \$160.00
4. Course-related Lab Kit Fee for course DENT 122 (through Bookstore) = \$200.00 (estimated)
5. Technology Fee = \$75.00
6. DANB Radiation Health and Safety Exam Fee (attached to course DENT 118) = \$270.00
7. Criminal Background Check and Drug Screen = \$111.00

Summer Semester -

1. Tuition – 8 credits = \$1,100.00 (estimated)
2. No Textbooks needed - *will use 2 textbooks from previous semesters
3. Lab Supply Fee (attached to course DENT 132) = \$340.00
4. Technology Fee = \$75.00
5. DANB General Chairside Exam Fee (attached to course DENT 130) = \$270.00

Tuition for Indiana residents is \$145.01 per credit hour and \$283.69 per credit hour for non-resident
Fees are subject to change without prior notice.

* Courses must be successfully completed before admittance to the program/application process

Indiana Licensure Requirements

In the state of Indiana, licensure of Certified Dental Assistant is not required; however, it is highly recommended that students sit for the National Certification Board examination. However, the state of Indiana does require that dental assistants be licensed in Radiography in order to expose x-rays. The requirements for licensure are successful completion of an accredited Dental Assisting Program by the American Dental Association and successful completion of the DANB Certified Dental Assistant (CDA) exam or the DANB Radiation Health and Safety (RHS) exam. Our graduates will be qualified under both requirements.

It is very important for the dental assistant to earn the credential “CDA” Certified Dental Assistant.

Three components to this exam:

- Radiation Health and Safety – **RHS**
- Infection Control – **ICE**
- General Chairside - **GC**

The students will sit for the ICE component of the exam at the end of fall semester. The RHS component of the exam is taken at the end of the spring semester. The GC component will be taken at the end of the summer semester.

Health History and Essential Functions

All Dental Assisting applicants must have a physical examination completed prior to entering clinical. During the physical, the student will be expected to have all of their immunizations updated in addition to being tested for tuberculosis. If a student has 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 Dental Assisting 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.

Physical Condition

Essential Functions Check list

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., 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 masks are used)
VISUAL	See object 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 gasses or noxious smells

FUNCTIONS/ABILITY CATEGORY	REPRESENTATIVE ACTIVITY ATTRIBUTE
READING	Read and understand written documents (e.g., policies/protocol) Read digital displays (steam autoclave)
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 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
COMMUNICATON 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

Grading Scale and GPA Requirements

School of Health Sciences Grading Scale – Dental Assisting is as follows:

93% = A

85% = B

77% = C

70% = D

GPA

Dental Assisting students are required to maintain a “C” average during the program.

Advance Standing

Request for advanced standing must be made by the applicant to the Dental Assisting 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.

Transfer Policy

Non-dental assisting courses, such as English, Communications, etc., may be considered for transfer from other regionally accredited colleges. Dental Assisting courses (DENT prefix) must be completed at Ivy Tech, to document that each student meets all safety and patient care competencies.

Student Responsibilities

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.

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.

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.

Dental Assisting students are expected to attend all class sessions per the Academic Support and Operations Manual (ASOM) 4.8, including all lecture, lab, and clinical activities. Absenteeism which exceeds established thresholds in the course syllabus will result in student notifications, meetings with faculty to develop success plans, and potentially, disciplinary actions. (Also see the Code of Student Rights and Responsibilities, Section II.)

- It is the student's responsibility to appropriately notify the faculty of each absence, in advance of the absence, unless physically unable to do so. Notification of absence after the fact may require documentation of the extenuating circumstance that prevented timely notification before the absence.
- It is also the student's responsibility to discuss the potential for making up missed assignments, assessments, and competencies due to an absence (make up opportunities are not guaranteed, and are available at the discretion of the faculty).
- If a DENT student misses 10% of the total contact hours in any course, the student will receive a written and/or electronic warning via Ivy Tech systems (email, Ivy Learn or Ivy Advising). A meeting with the student and faculty will be scheduled when that threshold is met, in order to develop a success plan of action to avoid future absences.
- If student absences continue and reach 20% of the total contact hours in any course, the student may receive additional disciplinary actions for excess absenteeism, which may include the lowering of the final course grade by a full letter grade, failure of the course, or removal from the current cohort. Students who do not meet one or more pre-requisites for courses in the following semester due to excess absenteeism will not be able to progress to program completion with the current cohort, and will have to apply for program re-entry, per the Academic Support and Operations Manual (ASOM) 4.19.1.
- Additional attendance requirements may be listed in course syllabi, such as the requirement to notify externship sites of absences in advance, in addition to course faculty.
- Students are expected to be on time for all class sessions including lecture, lab, and clinical activities. Two tardy arrivals will equal one full class/lab/externship session absence.

Disciplinary Action

Students can access this information on MyIvy under General Information, “Code of Student Rights and Responsibilities” tab.

Due Process (Student Grievance Procedures)

Students can access this information on MyIvy under General Information, “Code of Student Rights and Responsibilities” tab.

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

If the concern is not academically-related, please contact the Vice Chancellor of Student Affairs.

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.

Student Support Services

- Student Counselors are available to assist students with financial aid, help resolve personal issues, study habits, and test taking skills.
- Career Services is available to assist students with job placement, interview skills, creating resumes and career research.
- Registrar Office processes registration.
- Student Government Association is the representative governing body of students.
- Learning Resource Center has tutors that are available at no cost to the student to assist with general education coursework.
- Library is open: Monday – Thursday 8:00 a.m. to 7:00 p.m. Friday 8:00 a.m. to 5:00 p.m. Saturday 9:30 a.m. to 1:00 p.m. Sunday - the library is closed.
- Computer Resource Center is an open lab for computer work.
- 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 in room 1323 at the beginning of each semester. If you will require assistance during an emergency evacuation, notify your instructor immediately. Look for evacuation procedures posted in your classrooms.

Note - This is a four (4) week process so do not delay in seeking assistance.

Financial Information

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 obtain financial aid and scholarship information through the Financial Aid Office located on the first floor of Ivy Hall in the Express Enrollment Center. Counselors are available to assist you in completing the financial aid forms and answer questions that may arise during this process. You can file for financial aid by filling out the free application for Federal Student Aid (FAFSA) at www.fafsa.gov. You can also apply for scholarships by applying through MyIvy. 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 Student Handbook or the College Course Catalog, for further information.

Withdrawal 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 Student Handbook 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 the 10th day of the semester – 100% refund
- Day 11 or later of the semester – 0% refund

Graduation/Placement

Graduation Credentials Earned

Upon graduation, the Dental Assisting graduate will have earned the following credentials:

- Coronal Polishing Certification
- Fluoride Application Certification

In addition, graduates of the Dental Assisting program may have earned the following credentials:

- Expanded Functions for Dental Assistants Certification
- Radiographers License
- Certified Dental Assistant CDA

Terminal Objectives

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

- 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.
- 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.
- Accept the dentist's method of practice and share his or her belief in the value of preventive dental care.
- Protect the health of the patient and coworkers by carefully following Universal Precautions Guidelines and OSHA mandates. In addition, practice approved infection control and sterilization methods.
- Hold in strict confidence all things seen or heard in the dental office pertaining to the dentist, the patient, and other team members.
- Execute safe handling of instruments and chemicals used routinely in a dental practice following OSHA safety and infection control guidelines.
- Communicate effectively with patients and dental office staff.
- Conduct self in a professional manner to reflect favorably on the dentist, the dental health team, and dental profession.
- Demonstrate responsibility by arriving at work on time and being professionally attired.
- Pass and receive instruments to the dentist in a smooth anticipating mode.
- Manage business office procedures such as: patient reception, telephone etiquette, appointment control, and records management. Maintain and update SDS reports.
- Place sealants, Temporary Restorations, Construct Temporary Crowns and Bridges, and take a variety of impressions.
- Expose a variety of quality x-rays.

- Brushing and flossing instruction.
- Construct custom impression trays, bleaching trays and mouth guards.
- Intra-oral imaging.
- Perform coronal polishing and fluoride application.
- Placement of dental dam.

Graduation Requirements

- Successful completion of all General Education Courses
- Successful completion of all Dental Assisting Courses
- Minimum GPA of 2.0
- Fulfill financial obligations to the College

Graduate Placement

Program graduates have 90% and above placement rates.

Career Services is available to assist students with placement

This is considered by the U. S. Department of Education to be a “Gainful Employment” program. Information about program length, cost, loan debt, graduates, and related occupations can be found at <http://www.ivytech.edu/academics/gainful-employment.html>.

Board Exam Results

Approximately 95% 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.

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

- 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.
- 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.
- 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-requisites 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

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 the 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.

Accrediting Agencies for Dental Assisting

The Higher Learning Commission

230 South LaSalle St.

Suite 7-500

Chicago, IL 60604-1411

800-621-7440 / (312) 263-0456

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.

Criminal Background Check/Drug Screening

The dental assisting students will receive the testing information at their orientation meeting 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, Cocaine, Marijuana, Phencyclidine, Opiates, Barbiturates, Benzodiazepines, Methadone, Propoxyphene, and Methaqualone.

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
- 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
 - OFAC Sanctioned Countries, including Major Cities & Ports*
 - Non-Cooperative Countries and Territories*
 - Department of State Trade Control (DTC) Debarred Parties
 - U.S. Bureau of Industry & Security (formerly BXA)

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 \$99.90.

Costs are subject to change without notice.

