Ivy Tech Community College
Dental Assisting Program
Program Information, Technical Certificate/Associate of Applied Science
For the Fall 2022 Cohort

Anderson Campus

Melissa Brown, CDA, EFDA, BS, Program Chair
Mbrown952@ivytech.edu
765-643-7133 ext. 2369
Equal Opportunity and Affirmative Action Policy

The College employs qualified persons and provides equal opportunities for the advancement of employees. The College employs, promotes, transfers, reclassifies, and trains in a manner which will not discriminate against any person because of race, color, religion, gender, gender identity, sex, sexual orientation, national origin, physical or mental disability, age, or status as a veteran, per the College EEO/AA policies. The College is committed to providing a work environment free of discrimination.

If you believe you have been discriminated against or harassed by a coworker, supervisor, or agent of the College, you should promptly report the facts of the occurrence and the names of the individuals involved to your supervisor, the Human Resources Administrator, or an Affirmative Action Officer. Your Supervisor, Human Resources Administrator, or Affirmative Action Officer will look into all reported occurrences and take the appropriate corrective action, 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.
# Table of Contents

I. Dental Assisting Program Overview  
A. Introduction ........................................................................................................... 4  
B. Professional Overview ............................................................................................ 5  
C. Description of the Profession .............................................................................. 5  
D. Program Mission and Purpose ........................................................................... 6  
E. Teaching and Clinical Facilities ........................................................................ 6  
F. Drug and Criminal Background Check ................................................................ 6  
G. US Immigration and Nationality Act ................................................................... 7  

II. Application Procedure for the Program  
A. Application to College ............................................................................................ 9  
B. Application Procedures to Program .................................................................... 10  
C. Program Application Requirement ...................................................................... 11  
D. Student Selection Criteria .................................................................................. 11  
E. Multi Attempts Policy .......................................................................................... 11  
F. Health History ...................................................................................................... 12  
G. Ionizing Radiation Exposure ............................................................................... 13  
H. Bloodborne and Airborne Pathogens .................................................................. 13  
I. Essential Functions ............................................................................................... 15  
J. Indiana Licensure Requirements .......................................................................... 19  

III. Curriculum  
A. Full Time Curriculum ........................................................................................... 20  
B. Dental Assistant Sequence .................................................................................. 21  
C. Associate of Applied Science Option .................................................................. 20  
D. National Board Exams ....................................................................................... 21  

IV. Estimated Program Costs .................................................................................. 22  

V. Frequently Ask Questions .................................................................................... 23
Ivy Tech Community College  
Dental Assisting Program Information

Dental assisting is a limited enrollment program, which means only a limited number of students are accepted each year. The Anderson Dental Assisting Program accepts up to 24 students to begin the fall semester. The program is 3 semesters, fall, spring, and summer. There are four prerequisite courses that must be completed prior to entering the program. Students accepted into the program will be required to participate in some evening laboratory sessions. Students are in class, labs, or clinics, Monday through Friday anywhere from 16 to 24 hours per week, depending upon the semester. The program is considered full-time due to the number of credit hours each semester.

Graduates are awarded either a Technical Certificate. Students may also complete six additional general education courses and earn an Associate of Applied Science Degree.

Please review the information packet carefully as it outlines the application process for the fall 2022 dental assisting program. This information includes prerequisite courses as well as deadline dates for applying to the program online.

Applications for the dental assisting program will be completed online for the fall 2022 class. The application process will open on March 23, 2022 and close May 17, 2022. Please see the program webpage for additional information coming soon.

Once again, please read the information thoroughly as it will answer most of the common questions. If you have a question that is not covered in the packet, please contact me using the information below.

Sincerely,

Melissa G. Brown, CDA, EFDA, BS  
Instructor  
Dental Assisting Program Chair  
Ivy Techy Community College  
765-643-7133 ext. 2369  
mbrown952@ivytech.edu
Ivy Tech Community College
Dental Assisting Program

I. DENTAL ASSISTING PROGRAM OVERVIEW

A. INTRODUCTION

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

The purpose of the 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 Assistant Program. We encourage you to read the document thoroughly and mark any areas that may raise questions and warrant clarification. Please call the Health Sciences Division on the Anderson Campus at (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 essential functions. A list of the essential functions 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 accommodations 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 assisting 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 assisting 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 assisting 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 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 assisting 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; [1] 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

1. General College Admission Requirements: Achieve admission into the College by meeting Ivy Tech Community College admission requirements. Contact the Office of Student Affairs for an enrollment packet or apply online 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 high school and all colleges / universities (other than Ivy Tech) you have attended to the Transcript Processing Center. Please see the address below. This will allow the you to be awarded transfer credit for courses completed that are equivalent. Applicants who received college credit for any of the required pre-req courses by completing high school AP courses or dual credit courses must also submit official high school transcripts to be evaluated. All official college transcripts can be sent electronically to transcripts@ivytech.edu or mailed to:

Ivy Tech Community College
Attn: Transcript Processing Center
9301 E. 59th Street
Indianapolis, IN 4621

Complete one of the following:

2. Knowledge Assessment evaluation - scores will determine initial course placement.

KNOWLEDGE ASSESSMENT 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. Knowledge Assessment may be taken at the Testing Center or online. Please contact your testing center for hours and times.

Anderson – (765) 643-7133 or 1-800-644-4882, ext. 2350

b. 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) will allow the student to waive a portion of the Accuplacer.

c. Associate degree or higher from a regionally accredited institution of higher learning (official college transcript required), with evidence of successful completion of college-level algebra.

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).
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.

THE ONLINE APPLICATION PROCESS OPENS
March 23, 2022 and closes May 17, 2022

Application Link - https://apps.ivytech.edu/apply/NursingAndHealthScience

B. APPLICATION TO THE DENTAL ASSISTING PROGRAM

- 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, and 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 other 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.

ACCEPTANCE STATUS

- 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 after all manual rounds are complete.
- Applicants will be notified of acceptance status beginning the second to third week in May (approximate). All acceptance information will be sent via the applicant’s Ivy Tech email address. It is important that applicants check their Ivy Tech email on a regular basis for notifications. No personal emails will be used.

MANDATORY ORIENTATION

- You will be required to attend an orientation meeting prior to the beginning of fall semester classes.
  - Enrollment in classes for each semester is assigned by the program director. This information will be made available to you. You may also access your schedule under the student tab in MyIvy.
  - All students must have CPR for Healthcare Providers. No other CPR will be accepted. The accepted programs for CPR are through the American Red Cross.
and the American Heart Association. You are required to complete the class portion of the course as well as the hands-on portion of the course. The hands on portion must be completed in person and not online.

C. PROGRAM APPLICATION REQUIREMENTS FOR THE TC or AAS

- Complete the online application process
- You are required to submit a high school transcript.
- If a recognized deficiency is identified on the Knowledge Assessment evaluation in reading, writing, or mathematics, the applicant will be required to complete recommended academic skills courses before completing the college level courses.

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.
- If required pre-req courses will be not be completed by the end of spring semester for the year you are applying, you will not be eligible to apply and therefore, cannot submit your online application. 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 ranked ordered based on Cumulative GPA. Acceptance letters are then sent to the top 24 candidates.
  - Students must have a C or better in all prerequisite courses as well as a cumulative GPA of 2.0 or greater.

2. Required General Education Courses:

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

<table>
<thead>
<tr>
<th>Point Scale</th>
<th>SCIENCE</th>
<th>NON-SCIENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>30</td>
<td>15</td>
</tr>
<tr>
<td>B</td>
<td>20</td>
<td>10</td>
</tr>
<tr>
<td>C</td>
<td>10</td>
<td>5</td>
</tr>
<tr>
<td>D</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

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

E. Multiple Attempt Policy (ASOM 3.2) – Multiple Attempt Policy (ASOM 3.2) – Repeating Courses – Students may repeat a course one time. In cases of extenuating circumstances, students may attempt a course for a third time only with the approval of the Campus Academic Officer (CAO) or designee. A withdrawal counts as an attempt.

The online application system for program cohorts beginning Fall 2022, Spring 2023, and Summer 2023 will count the highest of the first three grade attempts from the initial attempt regardless of the date in which the course was taken. “Ws” (withdrawals) will not count as an attempt as we continue to transition to the online application. As an example, if a student took the same course in 1999, 2003, 2005, and 2010, the system will pick up the highest grade from the 1999, 2003, and 2005 attempts.

F. HEALTH HISTORY FORM AND ESSENTIAL FUNCTIONS

All dental assistant applicants must have a physical examination and appropriate immunizations completed prior to entering the program. Students will not be permitted to participate in clinical activities until this is completed.

During the physical, students will be expected to have all of their immunizations updated and/or administered. This includes the Hepatitis B injections and COVID-19 vaccine. 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

What Are Bloodborne Pathogens?

Bloodborne pathogens are infectious microorganisms in human blood that can cause disease. These pathogens include, but are not limited to, hepatitis B (HBV), hepatitis C (HCV) and human immunodeficiency virus (HIV). Exposures may occur through needle stick 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.

What to Do When a Bloodborne Pathogen Exposure Occurs:

If you experience a contaminated needle stick or sharps cut, or are exposed to the blood or other body fluid of a patient during the course of your work, immediately follow these steps:

- Wash needle sticks and cuts with soap and water
- Flush splashes to the nose, mouth, or skin with water
- Irrigate eyes with clean water, saline, or sterile irrigates
- Report the incident to your Ivy Tech instructor and clinical supervisor
- Immediately seek medical evaluation and treatment by a medical professional. Do not wait.
- Source testing of blood to determine infectious disease status is preferred whenever possible where consent has been obtained. When an exposure occurs at a clinical facility, you should follow that facility’s policy as they will handle notice and consent with the source. When an exposure occurs at an Ivy Tech facility, the instructor should advise the source following an incident and ask if the source will consent to testing at a medical provider of his or her choosing.
- Review these suggested resources:
  - Exposure to Blood: What Healthcare Personnel Need to Know (CDC):
  - Emergency Needle Stick Information (CDC):
    http://www.cdc.gov/niosh/topics/bbp/emergnedl.html
  - Post-Exposure Prophylaxis (PEP) Resources:
    http://nccc.ucsf.edu/clinical-resources/pep-resources/pep-quick-guide/

For clean needle/sharp sticks, wash the affected area with soap and water. You do not need to seek medical care unless there is a visible injury which requires attention. Report
the incident to your Ivy Tech instructor and clinical supervisor. **Where to Seek Treatment:**

- You may seek treatment at the clinical site (if equipped and willing), an urgent care facility, emergency room, or physician office for assessment, diagnosis, and treatment. It remains your responsibility to obtain the initial appointment and any follow-ups ordered with a health care provider of your choice. If an incident occurs in an Ivy Tech classroom, lab or facility, an instructor cannot provide evaluation, diagnostic test or treatment beyond first aid and emergency assistance.

- Time of day and facility capability may impact where you seek treatment. The key is to know your options before an accident, and then, obtain an evaluation and treatment as soon as possible from a health care provider of your choosing.

- Report the incident to your Ivy Tech instructor and submit a **Student Accident Report** promptly, but no later than 24 hours. The accident report is a web-form completed via MyIvy > Student > Student Resources > Policies & Procedures or at www.ivytech.edu/accident.

**What Happens Next?**

- A health care provider will provide an evaluation, diagnostic testing (if necessary), and treatment (if necessary). Diagnostic testing may include testing the source of the exposure, with his or her consent, and baseline testing of the exposed person. Testing for HIV, HBV, and HCV is typically included, along with other blood tests or diagnostic examinations the health care provider recommends. If post-exposure prophylaxis (PEP) is indicated, efficacy is time sensitive. The first dose should be given as soon as possible. Optimal time to start PEP is within hours of exposure, rather than days.

**Will I need follow-up testing?** This direction will come from the health care provider. Follow-up will depend upon the testing outcome of the source person. It is important for your health that you understand and comply with the provider’s follow-up testing and recommendations.

**Additional resources:**


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.

Additional resources:

2. CDC Division of TB: [http://www.cdc.gov/tb](http://www.cdc.gov/tb)
3. Indiana TB Control Office:
   Indiana Department of [ ]
   2 North Meridian Street, 6th Floor
   Indianapolis, IN 46204
   Tel: 317-233-7545
   Fax: 317-233-7747


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.**

Revised 12/2021
# IVY TECH COMMUNITY COLLEGE
## DENTAL ASSISTING ESSENTIAL FUNCTIONS

### DENTAL ASSISTING - ESSENTIAL FUNCTIONS - 2022

Frequency:  
O = Occasionally (1-33%)  
F = Frequently (34-66%)  
C = Constantly (67-100%)

<table>
<thead>
<tr>
<th>Function</th>
<th>Program-Specific Examples</th>
<th>Frequency</th>
</tr>
</thead>
</table>
| **GROSS MOTOR SKILLS**    | Move within confined spaces of operatory  
SIT and maintain balance  
Stand and maintain balance  
Preform full range of body motion | C         |
| **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) | C C F F C |
| **PHYSICAL ENDURANCE**    | Stand, sit or combination of both for long periods of time (e.g. operative procedures)  
Sustain repetitive movements (e.g. CPR)  
Maintain physical tolerance (e.g. work entire day) | C O C |
| **PHYSICAL STRENGTH**     | Lift at least 20 pounds                                                                   | C         |
| **MOBILITY**              | Twist  
Bend  
Reach  
Stoop/squat  
PULL/push  
Move, quickly (e.g. response to emergency)  
Climb (e.g. ladders/stools/stairs)  
Walk | C C C C C F F C |
| **HEARING**               | Hear normal speaking level sounds (e.g. person to person report)  
Hear faint voices | C C |

Revised 12/2021
<table>
<thead>
<tr>
<th>Function</th>
<th>Program-Specific Examples</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>VISUAL</strong></td>
<td>Hear in situations when not able to see lips (e.g. when mask are used)</td>
<td>C</td>
</tr>
<tr>
<td></td>
<td>See objects up to 20 inches away (e.g. information on a computer screen)</td>
<td>C</td>
</tr>
<tr>
<td></td>
<td>See objects up to 20 feet away (e.g. patient in room)</td>
<td>C</td>
</tr>
<tr>
<td></td>
<td>Use depth perception</td>
<td>C</td>
</tr>
<tr>
<td></td>
<td>Use peripheral vision</td>
<td>C</td>
</tr>
<tr>
<td></td>
<td>Identify color changes in skin</td>
<td>C</td>
</tr>
<tr>
<td></td>
<td>Distinguish color intensity (e.g. flushed skin, paleness)</td>
<td>C</td>
</tr>
<tr>
<td><strong>SMELL</strong></td>
<td>Detect odors from patients (e.g. foul smelling oral cavity)</td>
<td>C</td>
</tr>
<tr>
<td></td>
<td>Detect smoke</td>
<td>C</td>
</tr>
<tr>
<td></td>
<td>Deter gases or noxious smells</td>
<td>C</td>
</tr>
<tr>
<td><strong>EMOTIONAL STABILITY AND INTERPERSONAL SKILLS</strong></td>
<td>Adapt effectively to environments with high tension to insure patient safety</td>
<td>C</td>
</tr>
<tr>
<td></td>
<td>Respond quickly and in an emotionally controlled manner in emergency situations</td>
<td>C</td>
</tr>
<tr>
<td></td>
<td>Negotiate interpersonal conflict</td>
<td>C</td>
</tr>
<tr>
<td></td>
<td>Respect differences in patients</td>
<td>C</td>
</tr>
<tr>
<td></td>
<td>Establish rapport with patients</td>
<td>C</td>
</tr>
<tr>
<td></td>
<td>Establish rapport with co-workers</td>
<td>C</td>
</tr>
<tr>
<td><strong>COMMUNICATION SKILLS</strong></td>
<td>Ability to communicate in English with accuracy, clarity and efficiency with patients, their families and other members of the health care team (including spoken and nonverbal communication, such as interpretation of facial expressions, affect and body language).</td>
<td>C</td>
</tr>
<tr>
<td></td>
<td>Required communication abilities, including speech, hearing, reading, writing, language skills and computer literacy.</td>
<td>C</td>
</tr>
<tr>
<td></td>
<td>Communicate professionally and civilly to the healthcare team including peers, instructors, and preceptors.</td>
<td>C</td>
</tr>
<tr>
<td></td>
<td>Representative Activity/Attribute: Gives verbal directions to or follows verbal directions from other members</td>
<td>C</td>
</tr>
<tr>
<td>Function</td>
<td>Program-Specific Examples</td>
<td>Frequency</td>
</tr>
<tr>
<td>----------</td>
<td>--------------------------</td>
<td>-----------</td>
</tr>
<tr>
<td></td>
<td>of the healthcare team and participates in health care team discussions of patient care.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Elicits and accurately record, using correct spelling and professional terminology, information about health history, current health state and responses to treatment from patients or family members.</td>
<td>C</td>
</tr>
<tr>
<td></td>
<td>Conveys information to patients and others as necessary to teach, direct and counsel individuals in an accurate, effective and timely manner.</td>
<td>C</td>
</tr>
<tr>
<td></td>
<td>Establishes and maintain effective working relations with patients and co-workers.</td>
<td>C</td>
</tr>
<tr>
<td></td>
<td>Recognizes and reports critical patient information to other caregivers.</td>
<td>C</td>
</tr>
<tr>
<td></td>
<td>Teaches (e.g., patient/family about health care), explains procedures, gives oral reports (e.g., reports on patient’s condition to others), interacts with others (e.g., health care workers), speaks on the telephone, influences people, and directs activities of others.</td>
<td>C</td>
</tr>
<tr>
<td></td>
<td>Conveys information through writing (e.g., documentation).</td>
<td>C</td>
</tr>
<tr>
<td>ANALYTICAL THINKING</td>
<td>Transfer knowledge from one situation to another</td>
<td>C</td>
</tr>
<tr>
<td></td>
<td>Process information</td>
<td>C</td>
</tr>
<tr>
<td></td>
<td>Problem solving</td>
<td>C</td>
</tr>
<tr>
<td></td>
<td>Prioritize tasks</td>
<td>C</td>
</tr>
<tr>
<td></td>
<td>Use long term memory</td>
<td>C</td>
</tr>
<tr>
<td></td>
<td>Use short term memory</td>
<td>C</td>
</tr>
<tr>
<td>CRITICAL THINKING</td>
<td>Identify cause-effect relationships</td>
<td>C</td>
</tr>
<tr>
<td></td>
<td>Plan/control activities for others</td>
<td>C</td>
</tr>
<tr>
<td></td>
<td>Synthesize knowledge and skills</td>
<td>C</td>
</tr>
<tr>
<td>Function</td>
<td>Program-Specific Examples</td>
<td>Frequency</td>
</tr>
<tr>
<td>------------------------</td>
<td>---------------------------</td>
<td>-----------</td>
</tr>
<tr>
<td>Sequence information</td>
<td></td>
<td>C</td>
</tr>
</tbody>
</table>

Note: Students with disabilities requiring accommodations must meet with the College Disabilities Support staff.

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. As part of each semester, students will sit one component of the CDA exam.

**Indiana Licensure for Dental Assistant Applicants**

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.

- Have you ever been convicted of a felony? Yes/No
- Have you ever been denied or had a license/certification revoked? Yes/No
- Have you ever been formally notified of any complaint against you relative to the practice of radiologic technology? Yes/No
- 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
SCHOOL OF HEALTH SCIENCES
DENTAL ASSISTING

TECHNICAL CERTIFICATE

III. CURRICULUM – DENTAL ASSISTING

A. GENERAL EDUCATION – 10 CREDITS

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>*COMM 101</td>
<td>Speech or Introduction to Interpersonal Communication</td>
<td>3</td>
</tr>
<tr>
<td>*COMM 102</td>
<td>Introduction to Interpersonal Communication</td>
<td>3</td>
</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>
<td>3</td>
</tr>
</tbody>
</table>

Total credit hours 10

PROFESSIONAL / TECHNICAL COURSES – 33 CREDITS

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</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>Dental Emergencies/Pharmacology</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/Diet and 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</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>
<td>5</td>
</tr>
<tr>
<td>DENT 132</td>
<td>Expanded Functions (not required for the TC)</td>
<td>3</td>
</tr>
</tbody>
</table>

Total credit hours 35

ADDITIONAL AAS (ASSOCIATE OF APPLIED SCIENCES) COURSEWORK

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>APHY 101</td>
<td>Anatomy and Physiology I</td>
<td>3</td>
</tr>
<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>
<td>3</td>
</tr>
<tr>
<td>PSYC 101</td>
<td>Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOCI 111</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
</tbody>
</table>

Total credit hours 15
B. DENTAL ASSISTING  
TECHNICAL CERTIFICATE  
SEQUENCE 2021/2022

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>DENT 115</td>
<td>Preclinical Practice 1</td>
</tr>
<tr>
<td>DENT 123</td>
<td>Dental Anatomy</td>
</tr>
<tr>
<td>DENT 116</td>
<td>Pharmacology &amp; Emergencies</td>
</tr>
<tr>
<td>DENT 102</td>
<td>Dental Materials I</td>
</tr>
<tr>
<td>DENT 128</td>
<td>Coronal Polishing &amp; Caries Prevention</td>
</tr>
<tr>
<td></td>
<td><strong>13 credit hours</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Spring Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>DENT 125</td>
<td>Preclinical Practice II</td>
</tr>
<tr>
<td>DENT 118</td>
<td>Radiology</td>
</tr>
<tr>
<td>DENT 129</td>
<td>Dental Materials II</td>
</tr>
<tr>
<td>DENT 124</td>
<td>Preventive &amp; Nutrition</td>
</tr>
<tr>
<td>DENT 122</td>
<td>Clinical Externship I</td>
</tr>
<tr>
<td>DENT 117</td>
<td>Dental Practice Management</td>
</tr>
<tr>
<td></td>
<td><strong>15 credit hours</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Summer Term</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>DENT 130</td>
<td>Clinical Externship</td>
</tr>
<tr>
<td>DENT 132</td>
<td>Expanded Functions</td>
</tr>
<tr>
<td></td>
<td><strong>8 credit hours</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Technical Certificate Total</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>46 credit hours</strong></td>
</tr>
</tbody>
</table>

(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. 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, the cost to retake the exam is out of pocket.
IV. ESTIMATED PROGRAM COST FOR TECHNICAL CERTIFICATE EXCLUDING PREREQUISITE COURSES

<table>
<thead>
<tr>
<th>Estimated fees</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition*</td>
<td>$2243.25/12 or more credit hours per semester</td>
</tr>
<tr>
<td>Fall 2022</td>
<td>$2243.25</td>
</tr>
<tr>
<td>Spring 2023</td>
<td>@2243.25</td>
</tr>
<tr>
<td>Summer 2023</td>
<td>$149.55/per credit hours</td>
</tr>
<tr>
<td>Technology Fee</td>
<td>$75.00 per semester</td>
</tr>
<tr>
<td>Books and Supplies</td>
<td>$900.00**</td>
</tr>
<tr>
<td>Uniforms and other supplies</td>
<td>$200.00**</td>
</tr>
<tr>
<td>Physical Exam &amp; Immunizations</td>
<td>Variable based on provider</td>
</tr>
<tr>
<td>BLS/CPR Certification</td>
<td>$85.00</td>
</tr>
<tr>
<td>(American Red Cross or American Heart Association)</td>
<td></td>
</tr>
<tr>
<td>Background Check, Drug Screen and immunization tracker.</td>
<td>$120.00</td>
</tr>
<tr>
<td>Certification Examination Fees</td>
<td>$750.00</td>
</tr>
<tr>
<td>Laboratory Fees</td>
<td>$600.00**</td>
</tr>
<tr>
<td>Typodont</td>
<td>$180.00</td>
</tr>
</tbody>
</table>

*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/)

**Books, supplies, uniforms, laboratory fees and accessories are estimated costs only. There may be fee’s related to additional required supplies. Students are also required to purchase a Kilgore Typodont for class and laboratory sessions.

#The Dental Assisting National Board (DANB) exam is part of the students overall educational accomplishment. The exam is divided into 3 individual exams, infection control (ICE), radiation health and safety (RHS) and general chairside (GCE). The exams are divided up, one each semester, and the cost of the exam is part of the students tuition.
V. FREQUENTLY ASKED QUESTIONS:

1. **Is the dental assisting program at Ivy Tech accredited?**
   Yes, the dental assisting program at Ivy Tech is accredited by the American Dental Association Commission on Dental Accreditation. Graduates are eligible to take the DANB exam to become a Certified Dental Assistant (CDA).

2. **Is the dental assisting program offered on-line?**
   Many of the required pre-req classes can be completed in a face-to-face or on-line format. The dental assisting program is only offered in a face-to-face format. Individuals selected for the program must attend all dental assisting classes, labs and clinics at the campus where they were selected for the dental assisting program.

3. **Once I begin the dental assisting program will I be in class Monday – Friday?**
   The schedule for the dental assisting program varies from semester to semester. Typically, students are in class Monday – Friday and the schedule is set by the faculty. Some semesters include evening classes and/or clinics.

4. **Do I need to complete the background check and drug screening in order to apply to the dental assisting program?**
   No, the background check and drug screening is not required in order to apply. Information on how to complete the background check and drug testing will be sent to those selected for the program.

5. **Do I need to have the immunizations completed in order to apply to the dental assisting program?**
   No, proof of immunizations is not required in order to apply. A health statement with instructions of how to complete this process will be sent to those selected for the program.

6. **What is required in order to apply to the dental assisting program?**
   In order to be eligible to apply for the fall dental assisting class, you will need to complete the application process through the online portal which open between Mach 23, 2022 and May 17, 2022.

7. **Am I eligible to receive financial aid?**
   Every situation is different. You will need to consult with the financial aid office for all questions regarding financial aid.

8. **Can I work while enrolled in the program?**
   While we realize working and finances are a reality, you will be limited in how many hours a week you can work while enrolled in the program. You will not be able to maintain a full-time job while enrolled in the program.

9. **Do you graduates find employment as a dental hygienist?**
   All graduates who seek employment as a dental assistant have been able to provide employment in a dental office as a dental assistant.
22. Do I have to purchase my typodont from the Ivy Tech bookstore? I know people in the dental profession and feel that I can buy my instrument cheaper through them on eBay.

Since Ivy Tech Community College is an educational institution we get a substantial discount on quality items. While we cannot require that you purchase your typodont from Ivy Tech bookstore, we must be able to ensure you have a high quality product needed for study. However, if a student elects to purchase the typodont on his/her own, it must exactly match the typodont ordered by the bookstore (manufacturer, type, style, etc.). There are no exceptions to this!