Dental Assisting
Program Overview and
Application Process
# TABLE OF CONTENTS

## I. DENTAL ASSISTING PROGRAM
   a. Overview  
   b. Introduction  
   c. Program History  
   d. Description of the Profession  
   e. Program Mission and Purpose  
   f. Teaching and Clinical Facilities  
   g. General Program Description  
   h. What a Dental Assistant Looks Like  
   i. Uniform Policy  

## II. APPLICATION PROCEDURE FOR THE PROGRAM
   a. Application to College  
   b. Application Procedures to Program  
   c. Program Application Requirements  
   d. Testing Instruments Needed for Acceptance  
   e. Student Selection Criteria  
   f. Re-Application Process  
   g. Program Application  
   h. Indiana Licensure Requirements  
   i. Health History and Essential Functions  

## III. CURRICULUM
   a. Technical Certificate Sequence Curriculum  
   b. Advance Standing  
   c. Transfer Policy  

## IV. STUDENT RESPONSIBILITIES
   a. Academic Integrity  
   b. Statewide Conduct  
   c. Attendance Policy  
   d. Disciplinary Action  
   e. Due Process  
   f. Re-Admission Policy  
   g. Student Support Services  

## V. FINANCIAL INFORMATION
   a. Financial Aid  
   b. Estimated Program Costs  
   c. Withdrawal/Refunds  

## VI. GRADUATION/PLACEMENT
   a. Graduation Credentials Earned  
   b. Terminal Objectives  
   c. Graduation Requirements  
   d. Graduate Placement  
   e. Board Exam Results  

## VII. ADDITIONAL INFORMATION
   a. Two Step Admission Process  
   b. Accrediting Agency  
   c. Non-Discrimination and Equal Opportunity Policy/Booklet Disclaimer  
   d. Drug Testing and Criminal Background Check
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. After Indiana and Purdue Universities, Ivy Tech is the largest college/university in Indiana.

The purpose of this application booklet is to explain basic information about the history, the program of study, and the present admission process of the one-year technical degree Dental Assisting Program. We encourage you to read this document thoroughly and mark any areas that may raise questions and warrant clarification. Please call the School of Health Sciences office at (765) 269-5720, if you require further information.

The Technical Certificate Dental Assisting Program has specific technical ability, 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 handbook.

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.

Program Mission and Purpose
It is the mission and intent of the dental assisting faculty to view the educationally qualified dental assistant as a person who has received specified technical and clinical training that allows them to function as a productive and valuable member of the dental health team. Faculty define education as a teaching/learning process whereby the assimilation of appropriate knowledge, skills, and judgment produce a graduate Dental Assistant who is a credit to his/her profession, as well as successfully completing the National Certification Board 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, located west of Ivy Hall, the open computer lab, the Learning Resource Center, Student Services and other academic services that are located within Ivy Hall. All courses are taught in Ivy Hall by faculty with advanced degrees in the appropriate field of study.
Clinical experience is an integral part of the educational experience for all Dental Assisting students. The DA program has affiliation agreements with a wide range of dental offices to provide student-learning experiences. General dentistry offices are listed as well as specialty offices. **It is very important that you carefully read and follow this guide concerning the admissions/application process. It is your responsibility to become familiar with the information and seek advisement as needed.**

**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 42 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, Intro to Microcomputers CINS 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
☐ No jewelry except watches and wedding rings
☐ No visible piercings or tattoos
☐ Professional make up
☐ Hair up and out of face - no artificial hair color
☐ Clear nail polish only-nails - clean and short - no artificial nails
☐ Clinical jacket worn at all times with patients
☐ Clinical Badge must be worn at all times
☐ No gum
☐ PPE’s 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 may be considered for the didactic and clinical-sequence admission to the Dental Assisting Program. This means that you will want to complete the four (4) general education pre-requisite courses required for the admission process in your first semester if possible.

STEP 4
You will need to fill out the application and return it to the School of Health Sciences before the deadline. You must also make a meet and greet appointment with one of the Dental Assisting Faculty in January before the application deadline. You will need to provide an official/unofficial Ivy Tech transcript and or any other transcript you may have from other colleges or universities at the meet and greet appointment. It is your responsibility to meet any deadlines. We also ask that you inform the School of Health Sciences office if your plans change, and you are no longer interested in admission to the Dental Assisting Program, or if you cannot keep a scheduled appointment.

THE APPLICATION DEADLINE IS FEBRUARY 1

STEP 5
You will be notified of your status by March 1 of notification acceptance or non-acceptance to the program by mail. At that time, you will be requested to sign a statement of commitment to attend the program. You will be given two weeks to complete the form and return it to the School of Health Sciences. Failure to return the statement of commitment will cause your status to change from accepted to non-accepted. It is very important to return the commitment statement by the date specified in the letter.

STEP 6
Once you have been accepted into the Dental Assisting Program you will be required to attend an orientation meeting in April prior to the beginning of fall classes. You will be enrolled in your fall classes, as well as 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 performed. 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** Spanish, Medical Terminology, Medical Law & Ethics, Anatomy and Physiology I & II, Psychology, and Sociology.

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.

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

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

Re-Application Process

Application materials such as ACCUPLACER scores are valid for two years. An applicant is considered “active” from date of application until March 1. If an applicant is not accepted, their file will remain in the School of Health Sciences office as an inactive file for one year.

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

Last Name:________________________ First Name:________________________ Middle Name:___________
Maiden Name:________________________________________ C#:_________________________________
Street Address:________________________________________ City:_________________________________
State:________________________ Zip:____________________ Preferred e-mail:__________________________
Home Phone:____________________ Cell Phone:__________________ Work Phone:________________________

Meet and Greet Appointment requirement met with Dental Assisting Faculty? Yes _____ No _____
You are required to set up a meet and greet with a Dental Assisting Faculty in January. To set up an
appointment, please call the School of Health Sciences at 765-269-5720. Please turn in your
completed application along with all unofficial college transcripts to the School of Health Sciences
office prior to your appointment.

FOR OFFICE USE ONLY
Date Received:____________________

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

<table>
<thead>
<tr>
<th>NAME</th>
<th>SEMESTER</th>
<th>COLLEGE</th>
<th>GRADE</th>
<th>POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CINS 101</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>COMM 102 Or COMM 101</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>IVYT 1XX</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENGL 111</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

TOTAL POINTS EARNED: _______
## TECHNICAL CERTIFICATE SEQUENCE

### Semester 1 – (Pre-requisite classes)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>*COMM 101</td>
<td>Fundamentals of Public Speaking</td>
<td></td>
</tr>
<tr>
<td>Or</td>
<td></td>
<td></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>*CINS 101</td>
<td>Introduction to Microcomputers</td>
<td>3</td>
</tr>
<tr>
<td>*IVYT 1XX</td>
<td>Student Success Elective</td>
<td>1</td>
</tr>
</tbody>
</table>

**Semester Total** 10 credits

### Semester 2 – Fall Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DENT 102</td>
<td>Dental Materials and Lab 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 123</td>
<td>Dental Anatomy</td>
<td>3</td>
</tr>
</tbody>
</table>

**Semester Total** 12 credits

### Semester 3 – Spring Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<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</td>
<td>1</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 129</td>
<td>Dental Materials and Lab II</td>
<td>3</td>
</tr>
</tbody>
</table>

**Semester Total** 15 credits

### Semester 4 – Summer Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DENT 130</td>
<td>Clinical Externship</td>
<td>4</td>
</tr>
<tr>
<td>DENT 128</td>
<td>Coronal Polishing and Caries Prevention for the Dental Assistant</td>
<td>1 credit</td>
</tr>
</tbody>
</table>

**Semester Total** 5 credits

**DEGREE TOTAL** 42 Credits

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

Dental Assisting Program Fees
Before you begin the program –

General Education/Prerequisites
CINS 101 Intro to Micro-Computers 3 credits
ENGL 111 English Composition 3 credits
COMM 102 Interpersonal Communication
Or
COMM 101 Public Speaking
IVYT 1XX 1 credit

1. Tuition = $1,250.00 (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 = $40.00
2. Clinical Jacket = $30.00
3. Shoes = $25-$100

Dental Assisting Program

Fall Semester –
1. Tuition - 14 credits = $1,650.00 (estimated)
2. Textbooks = $400.00 (estimated)
3. Typodont with Cavity Cover = $250.00 (estimated - purchased at bookstore)
4. Lab Supply Fees (attached to course DENT 115, 102 and 124) = $90.00
5. Technology Fee = $60.00

Spring Semester -
1. Tuition – 13 credits = $1,525.00 (estimated)
2. Textbooks = $400.00 (estimated)
3. Lab Supply Fees (attached to course DENT 118, 125 and 129) = $90.00
4. Technology Fee = $60.00
5. DANB Radiation Health and Safety Exam Application Fee (attached to tuition course DENT 118) = $175.00
6. Lab Supply Kit Fees (through Bookstore) = $225.00
7. Criminal Background Check and Drug Screen = $111.00

Summer Semester -
1. Tuition – 5 credits = $600.00 (estimated)
2. No Textbooks needed - *will use 2 textbooks from previous semesters
3. Lab Supply Fee (attached to course DENT 128) = $30.00
4. Technology Fee = $60.00
5. DANB General Chairside Exam and Infection Control Exam Application Fee = $350.00

Tuition for Indiana residents is $116.15 per credit hour and $250.40 per credit hour for non-residents. Fees are subject to change without prior notice.
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 completion of an accredited Dental Assisting Program by the American Dental Association and successful completion of the DANB Radiation Health and Safety board 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 RHS component of the exam at the end of the spring semester. The other components, ICE and GC, 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 DA applicant a description of the type of physical/technical abilities necessary to complete the program or work in the typical dental setting. These abilities are not measured as a requirement for program admission. However, the applicant is encouraged to consider the physical requirements of the program, and to make an appointment with the program chair to discuss concerns or requests for accommodation for his/her disability. Student with documented need for accommodations are to meet with the campus Disabilities Support Service Representative.
## Physical Condition

### Essential Functions Check list

<table>
<thead>
<tr>
<th>FUNCTIONS/ABILITY CATEGORY</th>
<th>REPRESENTATIVE ACTIVITY ATTRIBUTE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GROSS MOTOR SKILLS</strong></td>
<td>Move within confined spaces of operatory</td>
</tr>
<tr>
<td></td>
<td>Sit and maintain balance</td>
</tr>
<tr>
<td></td>
<td>Stand and maintain balance</td>
</tr>
<tr>
<td></td>
<td>Perform full range of body motion</td>
</tr>
<tr>
<td><strong>FINE MOTOR SKILLS</strong></td>
<td>Pick up objects with hands</td>
</tr>
<tr>
<td></td>
<td>Grasp small objects with hands (e.g., instruments)</td>
</tr>
<tr>
<td></td>
<td>Write with pen or pencil</td>
</tr>
<tr>
<td></td>
<td>Key/type (e.g., computer)</td>
</tr>
<tr>
<td></td>
<td>Pinch/Pick or otherwise work with fingers (e.g., transfer, retrieve instruments, materials, and equipment)</td>
</tr>
<tr>
<td></td>
<td>Twist (e.g., turn objects/knobs using hands)</td>
</tr>
<tr>
<td><strong>PHYSICAL ENDURANCE</strong></td>
<td>Stand, sit, or combination of both for long periods of time (e.g., operative procedure)</td>
</tr>
<tr>
<td></td>
<td>Sustain repetitive movements (e.g., CPR)</td>
</tr>
<tr>
<td></td>
<td>Maintain physical tolerance (e.g., work entire day)</td>
</tr>
<tr>
<td><strong>MOBILITY</strong></td>
<td>Twist</td>
</tr>
<tr>
<td></td>
<td>Bend</td>
</tr>
<tr>
<td></td>
<td>Reach</td>
</tr>
<tr>
<td></td>
<td>Stoop/squat</td>
</tr>
<tr>
<td></td>
<td>Pull/push</td>
</tr>
<tr>
<td></td>
<td>Move quickly (e.g., response to an emergency)</td>
</tr>
<tr>
<td></td>
<td>Climb (e.g., ladders/stools/stairs)</td>
</tr>
<tr>
<td></td>
<td>Walk</td>
</tr>
<tr>
<td><strong>HEARING</strong></td>
<td>Hear normal speaking level sounds (e.g., person-to-person report)</td>
</tr>
<tr>
<td></td>
<td>Hear faint voices</td>
</tr>
<tr>
<td></td>
<td>Hear in situations when not able to see lips (e.g., when masks are used)</td>
</tr>
<tr>
<td><strong>VISUAL</strong></td>
<td>See object up to 20 inches away (e.g., information on a computer screen)</td>
</tr>
<tr>
<td></td>
<td>See objects up to 20 feet away (e.g., patient in a room)</td>
</tr>
<tr>
<td></td>
<td>Use depth perception</td>
</tr>
<tr>
<td></td>
<td>Use peripheral vision</td>
</tr>
<tr>
<td></td>
<td>Identify color changes in skin</td>
</tr>
<tr>
<td></td>
<td>Distinguish color intensity (e.g., flushed skin, paleness)</td>
</tr>
<tr>
<td><strong>SMELL</strong></td>
<td>Detect odors from patients (e.g., foul smelling oral cavity)</td>
</tr>
<tr>
<td></td>
<td>Detect smoke</td>
</tr>
<tr>
<td></td>
<td>Deter gasses or noxious smells</td>
</tr>
<tr>
<td>FUNCTIONS/ABILITY CATEGORY</td>
<td>REPRESENTATIVE ACTIVITY ATTRIBUTE</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>-----------------------------------</td>
</tr>
</tbody>
</table>
| READING                     | Read and understand written documents (e.g., policies/protocol)  
Read digital displays (steam autoclave) |
| ARITHMETIC COMPETENCE       | Tell time  
Use a calculator |
| 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 |
| COMMUNICATION SKILLS        | Teach (e.g., patient/family about dental health care)  
Explain procedures  
Give oral reports (e.g., report on patient’s condition to others)  
Interact with other (e.g., dental health care workers)  
Speak on the telephone  
Influence people  
Direct activities of others  
Convey information through writing |
Grading Scale and GPA Requirements

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

93% = A
85% = B
75% = 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 DA Program Chair. Applicant must provide documentation showing that they possess the skills required within the advanced standing.

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

Transfer Policy

Post-secondary course work that is applicable to the curriculum may be transferred from other accredited colleges on a course-by-course basis provided the student has earned a “C” or higher grade. Requests for transfer credit must be made by the applicant to the DA Chair.

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

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.

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

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

Due Process (Student Grievance Procedures)
Students can access this information on Campus Connect 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, provides transcripts.

- 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 8:00 p.m. Friday 8:00 a.m. to 5:00 p.m. Saturday 9:30 a.m. to 5:00 p.m. Sunday 1:00 p.m. to 5:00 p.m.

- 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](http://www.fafsa.gov). You can also apply for scholarships by applying through Campus Connect. 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:

- Radiographers License
- Certified Dental Assistant CDA
- Coronal Polishing Certification
- Fluoride Application Certification
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. Eaglesoft dental software and maintain MSDS 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](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

North Central Association of Colleges and Schools
30 North LaSalle
Street Suite 2400
Chicago, IL 60602-1504

American Dental Association Commission of Dental Accreditation
211 East Chicago Avenue
Chicago, IL 60611-2678
(312) 440-2915

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

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

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

The drug testing will include testing for the following substances: Amphetamines, barbiturates, benzodiazepines, cocaine, marijuana, methadone, methaqualone, opiates, PCP and Darvocet. A criminal background check, conducted by Certified Background, will be submitted to the college. A student will also receive access to the results, and the student will release this information to the assigned clinical site (Affiliating Agencies), at a time and manner as requested by the agencies.

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

- County Criminal Records
- Residency History
- Social Security Number Verification
- Nationwide Sexual Offender Index
- Nationwide Healthcare Fraud and Abuse Scan
  - Medicare & Medicaid Sanctioned, Excluded Individuals
  - Office of Research Integrity (ORI)
  - Office of Regulatory Affairs (ORA)
  - FDA Debarment Check
  - Office of Inspector General (OIG)-List of Excluded Individuals/Entities
  - General Services Administration (GSA)-Excluded Parties List
- U.S. Patriot Act
  - Terrorism Sanctioned Regulations
  - Office of Foreign Asset Control (OFAC)
  - List of Specially Designated Nationals (SDN)
  - U.S. Treasury
  - Department of State Trade Control (DTC) Debarred Parties

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

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