School of Health Science
Dental Assisting Program

<table>
<thead>
<tr>
<th>IVY Tech Community College</th>
</tr>
</thead>
<tbody>
<tr>
<td>220 Dean Johnson Blvd</td>
</tr>
<tr>
<td>South Bend, IN 46601</td>
</tr>
<tr>
<td><a href="http://www.ivytech.edu/apply-now.html">http://www.ivytech.edu/apply-now.html</a></td>
</tr>
</tbody>
</table>

Tisa Fisher, CDA, EFDA, BS
Dental Assisting Program Chair
tfisher59@ivytech.edu
574-289-7001 ext. 5720

<table>
<thead>
<tr>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Overview &amp; Application Process</td>
</tr>
</tbody>
</table>

I. DENTAL ASSISTING PROGRAM

a. PROFESSIONAL OVERVIEW

The educationally qualified dental assistant today plays a vital role as a member of the dental health team. Didactic, laboratory, and clinical content are included in a one-year academic program. Each state has a dental practice act that governs which duties a dental assistant can and cannot perform.

b. INTRODUCTION

Welcome to the South Bend Campus of the Ivy Tech Community College. Ivy Tech is the largest college in Indiana and the largest community college in the nation. The Dental Assisting Program is fully by the accredited American Dental Association Commission on Dental Education. The program is twelve (12) months in length, has a spring start and graduates are awarded Technical Certificate upon completion.

The purpose of this application booklet is to explain basic information about the program of study, and the admission process. 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 (574) 289-7001 or e-mail Professor Fisher at: tfisher59@ivytech.edu, for additional information.

The Dental Assisting Program has specific ability requirements, which include physical, mental and technical. A list of those abilities is enclosed with this document. If an applicant has questions about these statements, or if the applicant would like to request accommodation for his/her disability, please contact the Director of Dental Assisting, Professor Fisher at: tfisher59@ivytech.edu for additional information.

It is important to note that acceptance to the program is separate from admission to the College. Students must be accepted into the college prior to applying to the dental assisting program. To apply to the college visit: http://www.ivytech.edu/apply-now/ The Dental Assisting Program has a limited enrollment of 12 qualified full-time students per entering class and begins in the spring semester of each year.
c. PROGRAM OVERVIEW
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. Clinical experience is an integral part of the educational experience for all Dental Assisting students. The Dental Assisting Program establishes affiliation agreements with dental offices in the surrounding community to provide student-learning experiences. General dentistry offices as well as specialty offices are included as resources.

Dental Assisting curriculum is presented in a lecture/laboratory format. The lecture presents principles of dental practices, infection control and dental procedures. The laboratory portion of these courses provides hands on experience with dental techniques and instrumentation. Upon successful completion of the Dental Assisting Program of study, students are eligible to sit for the Dental Assisting National Board Certification Examination. A passing score on this examination allows the graduate to apply to become a Certified Dental Assisting (CDA).

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 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 day. The dental assistant’s full attention and focus is mandatory for the task being performed.

e. PROGRAM MISSION AND PURPOSE

It is the mission and intent of the dental assisting faculty to view the educationally qualified dental assistant as a person who has received specified technical and clinical training that allows them to function as a productive and valuable member of the dental health team. Faculty define education as a teaching/learning process whereby the assimilation of appropriate knowledge, skills, and judgment educate a graduate Dental Assistant who is a credit to his/her profession, as well as successfully completing the National Certification examination. Consistent with the philosophy of the Ivy Tech College Campus, faculty accepts the responsibility for effective teaching of students through a realistic correlation of foundation knowledge with clinical experience. Furthermore, faculty feel student’s success is linked to the student extern becoming an integral supporting member of a professional dental practice. The dental assistant contributes to the wellbeing 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.

It is very important that you carefully read and follow this guide concerning the Admissions/application process. It is your responsibility to become familiar with the information and seek advisement as needed.
II. APPLICATION PROCEDURE

APPLICATION TO THE COLLEGE

STEP 1

APPLY Complete the Ivy Tech Community College new student application through www.ivytech.edu. After you have submitted a complete application, the applicant will receive information in the mail within 7-10 business days. Upon receiving your acceptance letter, the following steps are in order:

• Apply for financial aid
• Attend a new student orientation
• Complete your ACCUPLACER assessment (required)*
• Meet with an advisor (required)

*ACCUPLACER INFORMATION
ACCUPLACER is a suite of tests that determines your knowledge in math, reading and writing as you prepare to enroll in college-level courses. ACCUPLACER is used to identify your strengths and weaknesses in each subject area and to help you improve your skills through interactive online learning tools. The results of the assessment, in conjunction with your academic background, goals and interests, are used by academic advisors and counselors to place you in the appropriate college courses that meet your skill level.

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

Preparing for the ACCUPLACER Test
We encourage all students to spend time reviewing the sample test: The ACCUPLACER is free and may be taken up to a maximum of three times per calendar year.

Learn more about Accuplacer.

Brush up on your skills! The higher you score, the fewer classes you'll have to take, which will save you time and money in the long run.

Accuplacer Study Guide

Accuplacer Sample Questions

Free Accuplacer Study App

The Accuplacer is free and may be taken up to a maximum of three times per calendar year. Learn more about Accuplacer.
STEP 2 ACADEMIC ADVISING

INTRODUCTION: After you have completed the College Application procedure, and have completed all recommended Academic Skills Advancement courses, we recommend you meet with the dental assisting advisor to schedule your dental assisting prerequisite course work. To schedule a meeting with Tisa Fisher, the Dental Assisting advisor, call the School of Health Sciences at 574-289-7001 x 5720 and request an appointment. Your Dental Assisting advisor will assist you in scheduling your Dental Assisting prerequisite courses.

DENTAL ASSISTING PREREQUISSET COURSES

Semester 1: (Prerequisites 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 OR</td>
<td></td>
</tr>
<tr>
<td>#COMM 102</td>
<td>Introduction to Interpersonal Communication</td>
<td>3 credits</td>
</tr>
<tr>
<td>#ENGL 111</td>
<td>English Composition</td>
<td></td>
</tr>
<tr>
<td>#HLHS 101</td>
<td>Medical Terminology</td>
<td></td>
</tr>
<tr>
<td>#IVYT 112</td>
<td>Success in Healthcare</td>
<td></td>
</tr>
</tbody>
</table>

Semester Total: 10 credits

INFORMATION SESSIONS

Contact the School of Health Sciences for times and dates of Dental Assisting information sessions.

Step 3
APPLICATION TO THE DENTAL ASSISTING PROGRAM

When you have attended a Dental Assisting Information session and completed the required prerequisite courses (or you are in the fall semester completing the prerequisite course) you may apply to the dental assisting program. The application can be found on the final page of this overview. Complete the application and return to the School of Health Sciences, Dental Assisting Program on or before the deadline November 11, 2017

*** THE DEADLINE IS NOVEMBER 11, 2017***

NOTIFICATION OF ACCEPTANCE

Notification of your status will be given via email by December 29, in the year you apply. Notification of acceptance or non-acceptance to the Dental Assisting Program will be given via email. Accepted applicants will also receive a formal acceptance letter by mail. At that time, accepted applicants will be requested to sign a statement of commitment to attend the program. This form needs to be completed returned to the School of Health Sciences within 7 business days. Failure to return the statement of commitment may cause the applicants status to change from accepted to non-accepted. It is very important to return the commitment statement by the date specified in the letter.

DENTAL ASSISTING ORIENTATION

Accepted applicants will be required to attend a mandatory orientation meeting in January prior to the start of the spring semester. At this time students will register for spring classes and receive information pertaining to program requirements such as: physical exam and immunizations forms, CPR information, Criminal background check, drug screen, dress code, and textbooks)  
(See page 16 of this Overview Booklet for more details)
III. STUDENT SELECTION CRITERIA

The Dental Assisting Program is a selective admission program. Admission is offered the top 12 students who earn the greatest points in the selection process. The remainder of the applicants are placed on a wait list until the class is full. The following criteria are proposed as the minimum requirements to be established by Ivy Tech Community College for acceptance into the Dental Assisting Program.

1. PREREQUISITE GRADES

   Grades in earned in the required prerequisite courses are assigned points and totaled. Students are rank ordered based on the number of points they earn.

   Points are assigned to grades as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>6 points</td>
</tr>
<tr>
<td>B</td>
<td>4 points</td>
</tr>
<tr>
<td>C</td>
<td>2 points</td>
</tr>
<tr>
<td>D,W/WF</td>
<td>0 points</td>
</tr>
</tbody>
</table>

   If multiple attempts are made to complete the prerequisite courses the higher grade of the first two attempts will be counted. A grade of W or WF is considered a grade.

   Overall GPA must be a minimum of a 2.0 upon applying to the Dental Assisting Program.

2. 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. Official transcripts with general studies courses need to be submitted to the registrar prior to application date.

   Transfer students in good standing, from other CODA accredited Dental Assisting Programs may be admitted on a space available basis.

IV. ADDITIONAL INFORMATION

1. INDIANA LICENSURE REQUIREMENTS

   In the state of Indiana requires dental assistants hold a Radiology License to expose x-rays. Graduates of the Ivy Tech Dental Assisting program are eligible to sit for the Radiology Health and Safety portion of the Dental Assisting National Board which is required for Licensure in Radiology in Indiana. For additional information on licensure requirements for Dental Assistants see page 20.

2. HEALTH HISTORY AND ESSENTIAL FUNCTIONS

   All Dental Assisting applicants must have a physical exam within the first month of the spring semester. The physical includes, updated immunizations, tuberculosis skin test and an evaluation of essential abilities. If student have a positive tuberculosis skin test, they will be expected to
follow the advice of their physician. Any student who does not complete the health forms or refuses to follow the advice of their physician will be withdrawn from the clinical rotations, jeopardizing graduation from the program.
The **Essential Abilities** document is provided to give the potential dental assisting applicant a description of the type of physical/technical abilities necessary to complete the program or work in the typical dental setting. 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. See page 21

### 3. OCCUPATIONAL EXPOSURES TO BLOOD

**What Healthcare Personnel Need to Know**

**Introduction**

Healthcare personnel are at risk for occupational exposure to bloodborne pathogens, including hepatitis B Virus (HBV), hepatitis C virus (HCV), and human immunodeficiency virus (HIV). Exposures occur through needlesticks or cuts from other sharp instruments contaminated with an infected patient’s blood or through contact of the eye, nose, mouth, or skin with a patient’s blood. Important factors that influence the overall risk for occupational exposures to bloodborne pathogens include the number of infected individuals in the patient population and the type and number of blood contacts. Most exposures do not result in infection. Following a specific exposure, the risk of infection may vary with factors such as these:

♦ The pathogen involved
♦ The type of exposure
♦ The amount of blood involved in the exposure
♦ The amount of virus in the patient’s blood at the time of exposure

You employer/clinical site is provided with the Ivy Tech Community College system for reporting exposures in order to quickly evaluate the risk of infection. This may involve testing your blood and that of the source patient and offering appropriate post-exposure treatment.

**How can occupational exposures be prevented?**

Many needle-sticks and other cuts can be prevented by using safer techniques (for example, not recapping needles by hand), disposing of used needles in appropriate sharps disposal containers, and using medical devices with safety features designed to prevent injuries. Using appropriate barriers such as gloves, eye, and face protection, or gowns when contact with blood is expected can prevent many exposures to the eyes, nose, mouth, or skin.
<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 Sit and maintain balance Stand and maintain balance Perform full range of body motion</td>
</tr>
<tr>
<td><strong>FINE MOTOR SKILLS</strong></td>
<td>Pick up objects with hands Grasp small objects with hands (e.g. instruments) Write with pen or pencil Key/type (e.g., use a computer) Pinch/Pick or otherwise work with fingers (e.g., transfer, retrieve instruments, materials, and equipment) Twist (e.g., turn objects/knobs using hands)</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) Sustain repetitive movements (e.g., CPR) Maintain physical tolerance (e.g., work entire day)</td>
</tr>
<tr>
<td><strong>MOBILITY</strong></td>
<td>Twist Bend Reach Stoop/squat Pull/push Move quickly e.g., response to an emergency) Climb (e.g. ladders/stools/stairs) Walk</td>
</tr>
<tr>
<td><strong>HEARING</strong></td>
<td>Hear normal speaking level sounds (e.g. person-to-person report Hear faint voices Hear in situations when not able to see lips (e.g., when mask are used)</td>
</tr>
<tr>
<td><strong>VISUAL</strong></td>
<td>See objects up to 20 inches away (e.g., information on a computer screen) See objects up to 20 feet away (e.g., patient in a room) Use depth perception Use peripheral vision Identify color changes in skin Distinguish color intensity (e.g. flushed skin, paleness)</td>
</tr>
<tr>
<td><strong>SMELL</strong></td>
<td>Detect odors from patients (e.g., foul smelling oral cavity) Detect smoke Deter gases or noxious smells</td>
</tr>
<tr>
<td><strong>READING</strong></td>
<td>Read and understand written documents (e.g., policies/protocols) Read digital displays (steam autoclave)</td>
</tr>
<tr>
<td><strong>ARITHMETIC COMPETENCE</strong></td>
<td>Tell Time Use a calculator</td>
</tr>
<tr>
<td><strong>EMOTIONAL STABILITY</strong></td>
<td>Adapt effectively to environments with high tension to insure patient safety Respond quickly and in an emotionally controlled manner in emergency situations Provide emotional support to the patient and attend to the needs of the patient Maintain composure when subjected to high stress levels Focus attention on task Perform multiple responsibilities concurrently</td>
</tr>
<tr>
<td><strong>ANALYTICAL THINKING</strong></td>
<td>Transfer knowledge from one situation to another Process information Problem solve Prioritize tasks Use long term memory Use short term memory</td>
</tr>
<tr>
<td><strong>CRITICAL THINKING</strong></td>
<td>Identify cause-effect relationships Plan/control activities for others Synthesize knowledge and skills Sequence information</td>
</tr>
<tr>
<td><strong>INTERPERSONAL SKILLS</strong></td>
<td>Negotiate interpersonal conflict Respect differences in patients Establish rapport with patients Establish rapport with co-workers</td>
</tr>
<tr>
<td><strong>COMMUNICATION SKILLS</strong></td>
<td>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</td>
</tr>
</tbody>
</table>
## V. CURRICULUM

### CURRICULUM
Technical Certificate One-Year Program of Study Sequence

<table>
<thead>
<tr>
<th>Semester I Fall Prerequisites</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Four Prerequisite courses required for application</td>
<td></td>
</tr>
<tr>
<td>ENGL 111</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>COMM 101/or</td>
<td>Fundamentals of Public Speaking/or</td>
<td>3</td>
</tr>
<tr>
<td>COMM 102</td>
<td>Introduction to Interpersonal Communication</td>
<td></td>
</tr>
<tr>
<td>HLHS 101</td>
<td>Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>IVYT 112</td>
<td>Success in Healthcare</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td><strong>Total Credit Hours</strong></td>
<td><strong>10</strong></td>
</tr>
<tr>
<td><strong>DENT 171</strong>*</td>
<td><em>Introduction to Dental Terminology</em></td>
<td><strong>3</strong></td>
</tr>
<tr>
<td></td>
<td>*Recommended, not required</td>
<td></td>
</tr>
<tr>
<td>SPRING Semester II, DENT 102</td>
<td>16 weeks</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Class time hours per week</td>
<td></td>
</tr>
<tr>
<td>DENT 129</td>
<td>Dental Materials &amp; Lab I - 8 weeks</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>4 lecture/4 lab</td>
<td></td>
</tr>
<tr>
<td>DENT 115</td>
<td>Dental Materials &amp; Lab II - 8 weeks</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>4 lecture/4 lab</td>
<td></td>
</tr>
<tr>
<td>DENT 116</td>
<td>Preclinical Practice I - 16 weeks</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>2 lecture/4 lab</td>
<td></td>
</tr>
<tr>
<td>DENT 123</td>
<td>Dental Emergencies/Pharmacology - 8 weeks</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>2 lecture/2 lab</td>
<td></td>
</tr>
<tr>
<td>DENT 128</td>
<td>Dental Anatomy</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>3 lecture</td>
<td></td>
</tr>
<tr>
<td>8 weeks</td>
<td>Coronal Polishing and Caries Prevention</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>.5 lecture/1 lab</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total Credit Hours</strong></td>
<td><strong>16</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Hours per week</td>
</tr>
<tr>
<td>---------------</td>
<td>------------------</td>
<td>----------------</td>
</tr>
<tr>
<td>SUMMER</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Semester III</td>
<td>10 weeks</td>
<td></td>
</tr>
<tr>
<td>DENT 125</td>
<td>Preclinical Practice II</td>
<td>3</td>
</tr>
<tr>
<td>DENT 122</td>
<td>Clinical Practicum I</td>
<td>1</td>
</tr>
<tr>
<td>DENT 118</td>
<td>Dental Radiology</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Total Credit Hours</td>
<td>8</td>
</tr>
<tr>
<td>Semester IV</td>
<td>16 weeks</td>
<td></td>
</tr>
<tr>
<td>Fall</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DENT 130</td>
<td>Clinic II</td>
<td>5</td>
</tr>
<tr>
<td>DENT 132*</td>
<td>Expanded Functions for Dental Assistants</td>
<td>3</td>
</tr>
<tr>
<td>DENT 117</td>
<td>Dental Office Management</td>
<td>2</td>
</tr>
<tr>
<td>DENT 124</td>
<td>Preventive Dentistry &amp; Nutrition</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Total Credit Hours</td>
<td>12</td>
</tr>
</tbody>
</table>

* indicates a non-required course

ADDITIONAL COURSEWORK

ASSOCIATES OF APPLIED SCIENCE IN DENTAL ASSISTING DEGREE

APHY101 Anatomy and Physiology I 3
APHY102 Anatomy and Physiology II 3
DENT171 Dental Terminology 3
MATH123 Quantitative Reasoning 3
PSYC101 Introduction to Psychology 3
SOCI101 Introduction to Sociology 3

Total credit hours 18
VI. STUDENT RESPONSIBILITIES

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

DISCIPLINARY ACTION

Cases of student misconduct and/or lack of academic integrity are to be referred to the Program Chair, then to the Dean of Health Sciences and finally to the Vice Chancellor of Academic. A student who violates the rules and regulations of the College may be subject to disciplinary actions, which may
include, but not limited to the following.

1. Verbal reprimand
2. Restitution for damages
3. Restriction of privileges
4. Failure of the assignment or course
5. Withdrawal from a course, program or the College for the remainder of the semester or term
6. Suspension from the College for one calendar year
7. Dismissal from the College for five years

Students are provided an opportunity to appeal any disciplinary decision and are required to sign a waiver if they choose to waive the right to appeal. (Please see current Student Handbook, for further details)

DUE PROCESS (STUDENT GRIEVANCE PROCEDURES)

The student grievance process is an appropriate mechanism to deal with violations of student rules of conduct and conversely allows a student with a disagreement to grieve against a college employee’s decision affecting the student. The College encourages students to resolve their complaints informally. The informal grievance procedures are designed to accomplish a quick and effective resolution. The College formal grievance procedure is also available.

If you have problems with a class (regardless if it is general education or professional course), the following is a list of individuals you will need to meet with to discuss your grievance issue. You must meet with these individuals in the order listed. If the issue is resolved, you will not need to see the next person.

You must make an appointment to speak to the following individuals:

1. Instructor of course
2. Program Chair for the program/course
3. School Dean for the program/course
4. Vice Chancellor of Academic Affairs

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


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.)
VII. 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 seeking financial aid are required to complete the FASFA form by the first week of March.
Background:
The purpose of requiring criminal background checks and drug screenings on students who will have direct patient contact within a health care facility or laboratory is to ensure patient safety and protection. By doing so, students meet the same standards as health care facility employees. Individuals receiving care are often physically and emotionally vulnerable. Students have access to personal information about the patient and/or his/her family, access to the patient's property, and provide intimate care to the patient. Health care facilities are obligated to document that any individual authorized to provide such care does not have a criminal history of use of illegal substances or illegal use of pharmaceuticals, mistreatment, neglect, violence, defrauding the public, or otherwise taking advantage of another person.

For the purposes of this document, “clinical” refers to any type of course in which the student may have patient contact as a part of the course, regardless of actual course title or location of the patient interaction. Other examples of relative course titles include internship, externship, clinical practicum, etc.

Implementation:
Effective August 4, 2010, criminal background checks and drug screenings will be required for all currently enrolled clinical students and newly admitted students in School of Health Sciences’ programs. Some regions will have already implemented the practice of requiring criminal background checks and drug screenings for some or all students in School of Health Sciences programs, due to the requirements of clinical affiliates. The implementation of a statewide policy will provide consistency for Ivy Tech School of Health Sciences programs.

Completion of a criminal background check and drug screening are required for admission and/or clinical placement in Health programs. The criminal background check and drug screening may be done either before enrollment in the professional courses or just prior to the first day of clinical or externship (the timing will vary among programs, based upon when in the curriculum sequence the students will first be involved with patients as well as timing requirements from clinical affiliates). Additional criminal background checks and/or drug screenings may be required in programs in which students are enrolled in clinical courses for multiple semesters.

Students who are enrolled in some courses for credit or non-credit, but who are not in a degree-seeking program, may be exempt from the drug testing and background check requirements in this policy. These non-degree seeking students may have different or separate requirements for drug testing and/or criminal history background checks.

Process:
The student is responsible for completing the online processes and other required paperwork, paying for the criminal background check and drug screening, working with the company providing the criminal background check and drug screening for any follow-up information or testing that may be required, and monitoring the results of the criminal background check and drug screening. By participating in the required criminal background check and drug screening, students are giving the college permission to release information as needed to the clinical affiliates. All costs for criminal background checks and drug screenings are the responsibility of the student.
Students who are not continuously enrolled in a program until completion may be required to complete additional checks upon re-entry to a program or admission to a different program in the School of Health Sciences. Clinical sites or the College may request additional background checks or drug screenings at their discretion.

Students who are denied clinical placement or who are withdrawn from enrollment in a clinical course due to clinical site refusal to accept students with positive findings on criminal background checks or drug screenings, may reapply to the same or different School of Health Sciences program the next semester, but will need to comply with additional criminal background checks or drug screenings as required. College program admission and progression policies will apply. If a student is denied placement for clinical at one site, up to two more attempts will be made to place the student at other clinical sites, if others sites are available.

The student will initiate the required background check and drug screening with the company of the College's choice by the due date designated by the program.

The background check will include the following elements (and additional elements may be added if required by the clinical site):

- County, state, and federal criminal record searches of all places of principal residences for the past 7 years (or since age 18, if less than 25 years old). Records will be verified against all known names and addresses as revealed on the social security report.
- National criminal history database that includes 50-state sex offender and Office of Foreign Assets Control (OFAC) List of Specially Designated Nationals (SDN).
- OIG/GSA Sanction Reports, US Treasury, Applicable state exclusion list
- Social security verification and residency report
- Maiden name and alias report

The drug screening will include the following elements (additional elements may be added if required by the clinical site; Note: examples of common names for drugs or illegal substances are listed in the parentheses):

- Marijuana (cannabis, weed, hemp)
- Cocaine (coke, snow, blow)
- Opiates (morphine, codeine)
- Amphetamines and methamphetamines (Ritalin, Ecstasy, speed, meth)
- Phencyclidine (PCP, angel dust)
- Propoxyphene (Darvon)
- Barbiturates (Vallium, Librium)
- Methadone (oxycodone, hydrocodone, Vicodin)
- Benzodiazepines (Versed, Dalmaine, Restoril, Xanax)
- Methaqualone (Quaalude, Sopor)

The College will provide clinical sites an assurance that background checks and drug screenings will be completed for every student. The student, the college, and clinical sites will have access to the secure web-based results. By participating in the screening processes, the student is authorizing release of the results to the College and the clinical sites. Students who refuse to comply with the background check and drug screening will not be eligible to enroll in clinical courses, and therefore will not be eligible to enroll, progress, and/or graduate from the program.

The student will have access to findings of the criminal background check and drug screening, via the results posted on the secure web site, as required by the Fair Credit and Reporting Act. The student has
both the responsibility and the right to challenge any information in the findings that the student believes to be erroneous with the company providing the background check and drug screening. The student is responsible to present documentation of any clarification of the findings to the College, and the College may share that documentation with the clinical site(s).

Clinical sites have the right to refuse any student for clinical placement. Policy at clinical sites may vary in whether or not students with particular positive findings on the background check will be allowed to attend clinical. In the event there are positive findings on any portion of the criminal background check, a primary clinical site will be notified and requested to make a decision on whether or not the student will be allowed to complete a rotation at the site, in light of the specific positive findings on the criminal background check. If the clinical site will not allow the student to participate in clinical at that site, the program chair will contact up to two additional clinical sites offering the same type of clinical experience, if available, to attempt to place the student. If these attempts do not result in a clinical site placement for the student, the student will be notified that s/he may not enroll in clinical courses and any 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.

The student may reapply to the same program or another program in the School of Health Sciences the next semester. The student will need to complete the criminal background test again if s/he is readmitted. College program admission and progression policies will apply.

**Disclaimers:**

- Completion of a criminal background check and drug screening for a Health Sciences program does not ensure admission to or continued enrollment in any program.
- Completion of a criminal background check and drug screening for a Health Sciences program does not ensure eligibility for licensure, credentialing, or future employment. Additional criminal background checks and/or drug screenings may be required for licensure, credentialing, or employment.
- Clinical affiliates can establish more stringent standards for criminal background checks and/or drug screenings than those required by the College, and students will be required to meet those standards.
- Clinical affiliates can conduct additional background checks and drug screenings (including random drug screenings during clinicals) at their discretion.
- Completion of background checks and/or drug screenings from other vendors, such as those required by current employers of the students, may not be used in lieu of the College requirements.
- If a student is found to be ineligible for clinical placement at any time during the program, the student will be withdrawn from the clinical course and any co-requisite courses pending resolution of the situation.

Protection of confidential information from the background checks and drug screenings:

Information obtained from the result of student background checks and drug screenings will be treated as confidential information, and protected from unauthorized access. Authorization to view the results will be limited to individuals who make clinical assignments and designated individuals at clinical sites requesting the information for students placed at the sites. Release of the results of criminal background checks and drug screenings to clinical sites is given for the purpose of clinical placement. In the event that a student is prevented from enrolling in and/or completing a clinical course or courses due to the results of the drug screen and/or criminal history background check, a printed copy of the results and a memorandum summarizing the rationale and action(s) taken at that time will be maintained in a secure (locked file cabinet) School of Health Sciences file for seven (7) years.
Guidelines for Campus-Based Clinical Services:
Certain School of Health Sciences programs* may offer services to the general public and/or Ivy Tech students and employees in campus-based laboratories or clinics. In these courses, the Criminal Background Check and Drug Screen results will be reviewed by the Program Chair, and a determination will be made on whether or not each student is able to participate in the patient care activities based on the results. Any recommendation by the Program Chair to not allow a student to participate in patient care activities based on the results of the Criminal Background Check or Drug Screen results will be reviewed and approved by the School of Health Sciences Dean and the Vice Chancellor for Academic Affairs.

Drug Screen:
Students with any positive result on the drug screen, and not otherwise cleared by the testing company after retesting and/or medical officer review, shall not participate in patient care activities, including accessing patient health information, providing any type of direct patient care, or assisting another health care worker with patient care.

Criminal Background Check:
Students with any criminal conviction or guilty plea for the following shall not participate in patient care activities, including accessing patient health information, providing any type of direct patient care, or assisting another health care worker with patient care:

1. Rape
2. Criminal deviate conduct
3. Exploitation of an endangered adult or a child
4. Failure to report battery, neglect, or exploitation of an endangered adult or a child
5. Theft, if the person’s conviction for theft occurred less than ten (10) years before the date of submission by the person of an application for the criminal background check for the purposes of entering or completing an educational program at Ivy Tech Community College
6. Conviction of any crime which requires registration with any state or national Sexual Offender Registry
7. Aggravated murder
8. Murder
9. Voluntary manslaughter
10. Felonious assault
11. Kidnapping
12. Sexual Battery
13. Aggravated arson
14. Aggravated robbery
15. Aggravated burglary
16. Any misdemeanor or felony drug law conviction

*Examples of programs which may have campus based clinical experiences for students include Dental Assisting, Dental Hygiene, and Therapeutic Massage.
Successful completion of the dental assisting program, as described in the Admission, Progression, and Graduation policy, provides eligibility for a student to apply to The Indiana State Department of Health for a Radiology licensure. The following questions are asked on the Indiana State Department of Health application for a license to operate x-ray equipment. If you answer YES to any of these questions the Indiana State Department of Health may deny or delay issuing you a license to expose radiographs even if you satisfactorily complete Ivy Tech Community College’s dental assisting program. It is the student’s responsibility to resolve these issues with the Indiana State Department of Health. Students who have questions regarding licensure eligibility should contact the Indiana State Department of Health.

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.

- 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

radiology@isdh.in.gov
IVY TECH COMMUNITY COLLEGE

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. If you will require assistance during an emergency evacuation, notify your instructor immediately. Look for evacuation procedures posted in your classroom.

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.
DENTAL ASSISTING PROGRAM ADMISSION APPLICATION

Last Name: ___________________________ First Name: ___________________________ Middle Name: __________

Maiden Name: ___________________________ C#: ___________________________

Street Address: ___________________________ City: ___________________________

State: ___________________________ Zip: ___________________________

Home Phone: ___________________________ Cell Phone: ___________________________ Work Phone: ___________________________

e-mail address: ___________________________

2017 Dental Assisting Information Session Dates: 7/24, 8/21, 9/25, 10/23, 11/6

Required - Attended an information session?  Yes ___ No ___ Date: ______________

An unofficial copy of college transcripts is included?  Yes ___ No ___

Mail to:
Ivy Tech Community College
Dental Assisting Program
220 Dean Johnson Blvd
South Bend, IN 46601

PLEASE COMPLETE THE CHART BELOW

GENERAL EDUCATION COURSES

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Total GENERAL EDUCATION COURSES Points: ___________________________

Overall GPA ________
Overall GPA must be a minimum of 2.0 upon applying to the Dental Assisting Program.