



EDISON COLLEGE

DENTAL ASSISTING PROGRAM INFORMATION AND APPLICATION

PROFESSIONAL AND TECHNICAL STUDIES

Thank you for your interest in the Dental Assisting Program at Edison College. Applications for admission into the program are now being accepted.

The Dental Assisting Program is a limited-access admissions program. Applicants are selected on a competitive basis from an applicant pool based upon the attached “Criteria for Admission” form.

For further information, please contact the Health Professions Program Advisor at (239) 985-8316 and refer to the attached information sheet/admission criteria for the program.

Program curriculum and admission criteria are subject to change.

Programs, activities and facilities of Edison College are available to all on a non-discriminatory basis, without regard to race, color, creed, religion, sex, age, handicap, marital status or national origin. The College is an equal access, equal opportunity employer. Questions pertaining to educational equity, equal opportunity or equal access should be addressed to the Director of Human Resources.

Revised August 1, 2008

EDISON COLLEGE
PROFESSIONAL AND TECHNICAL STUDIES

DENTAL ASSISTING
CERTIFICATE PROGRAM

WHAT IS A DENTAL ASSISTANT?

- Dental Assistants are a vital member of the dental health care team who assists the dentist with all aspects of patient care. They may perform specialized duties of the chair-side assistant, expanded functions assistant, secretarial assistant, or laboratory assistant.
- The Dental Assistant has initial contact with patients and performs supportive functions such as taking and recording medical histories, recording vital signs, taking preliminary impressions for study casts, sterilizing instruments, maintaining the operatory and equipment, performing chair-side functions, performing laboratory procedures, and business office procedures.
- The Dental Assistant may be employed in private offices, large clinic settings, laboratories, military services, and increasingly in public health settings.

DENTAL ASSISTING AT EDISON COLLEGE

The Dental Assisting Program leads to a Certificate of Completion and eligibility to take the Dental Assisting National Boards. Those assistants who pass the Boards and maintain continuing education credits may use the title "Certified Dental Assistant". Upon completion of the program, students will also receive an "Expanded Functions Certificate" which enables them to perform designated tasks permitted by the State Board of Dentistry. Some of the tasks to be learned by the student include the following:

Performing dental radiography exams using appropriate safety measures; placing and removing rubber dams, matrices and surgical dressings; placing temporary restorations, applying cavity liners, bases and varnishes; polishing amalgam restorations and clinical crowns; applying topical fluoride; removing excess cement; fabricating and cementing temporary crowns and bridges; taking impressions for study casts; removing sutures; applying unfilled sealants; obtaining bacteriological cytological smears; and monitoring nitrous oxide conscious sedation.

The ten month Certificate Program in Dental Assisting is accredited by the American Dental Association's Council on Education. It is offered on a full time, day basis. Upon completion of the program, the student is eligible to take the National Board and to become certified in the Expanded Functions which is recognized by the State of Florida.

THE APPLICATION PROCESS

In order to apply to the Dental Assisting Program at Edison College, one must:

- have a 2.0 overall GPA in high school or college.
- complete all general application and testing procedures through the College (Call the Admission Office at 239-489-9361). (The mathematics preparatory courses are not required to receive the Certificate in Dental Assisting.)
- be a high school graduate or a recipient of a General Education Development (GED) certificate with a composite score of 250.
- complete the application form for admission to the Dental Assisting Program (enclosed). This form must be received by the program office no later than 5:00 p.m., June 1st for the August program start.
- attend a records check procedure where program admissions criteria can be reviewed from previous academic work (both high school and college) as demonstrated his/her transcripts.
 - Applicants will be selected for admission based upon points earned:
(See Selection Criteria)
 - 1) Overall GPA
 - 2) Math/Science GPA
 - 3) Prior Degrees
 - 4) GED

DENTAL ASSISTING COURSES:

	Credits		Credits
<u>FALL:</u>		<u>SPRING:</u>	
• DES 0103C Dental Materials for Dental Assistants	3	• DES 0210 Dental Assisting Radiology	1
• DES 0021C Dental Anatomy & Physiology	3	• DES 0210L Dental Assisting Radiology Lab	2
• DES 1840 Preventive Dentistry	2	• DES 2830C Expanded Functions	2
• ENC 1101 Composition I	3	• DEA 0029 Dental Assisting II	1.5
• DEA 0020 Dental Assisting I	1	• DEA 0029L Dental Assisting II Lab	2
• DEA 0020L Dental Assisting I Lab	<u>4</u>	• DES 0502 Dental Office Management	2
	16	• SPC 1600 Fundamental of Speech	<u>3</u>
			13.5
<u>Summer</u>			
• DEA 0802L Externship I			
	15.5		

Total Credit Hours: 45

Criminal Background Check

Required for applicants who are provisionally accepted into the Dental Assisting Program

Each applicant is required to inform the Program Coordinator in writing of any criminal charges on his/her record in any state or national jurisdiction upon submission of an application for enrollment to the program. This information needs to include an explanation of circumstances for possible review by an admissions committee.

Applicants notified of provisional acceptance into the Dental Assisting Program are required to complete and send a Request for Civilian Criminal Records Inquiry to the Florida Department of Law Enforcement (FDLE). This criminal background screening ensures consistency with the requirements of Chapter 435, Florida Statutes, by health care agencies with which Edison College has clinical affiliation agreements. Background screening must be completed before final acceptance to the Dental Assisting Program can be approved. The Request for Civilian Criminal Records Inquiry requires payment of a processing fee of \$23 to the FDLE at the applicant's expense. The criminal background check report(s) must be forwarded directly from FDLE to the Dental Assisting Program Office.

Applicants with criminal records are forewarned that the Florida Department of Health-Division of Medical Quality Assurance requires any licensure applicant who has ever been convicted or found guilty of a felony, regardless of adjudication, to explain the circumstances. The same is true for other states with licensure statutes as well as national certification boards. These individuals will need to gain clearance from these agencies before they are allowed to take state licensure and national certification examinations that are usually required for employment.

Criminal History Findings

Any applicant or enrolled student who has been found guilty of, regardless of adjudication, or entered a plea of nolo contendere, or guilty to, any offense under the provisions of Florida Statutes or under similar statutes of another jurisdiction may be disqualified from admission or continued enrollment in the Dental Assisting Program.

Those offenses are:

- Murder
- Manslaughter
- Vehicular homicide
- Killing of an unborn child by injury to the mother
- Assault, if the victim of the offense was a minor
- Aggravated assault
- Battery, if the victim of the offense was a minor
- Aggravated battery
- Kidnapping
- False imprisonment
- Sexual battery
- Prohibited acts of persons in familial or custody authority
- Lewd and lascivious behavior
- Arson
- Theft, robbery, and related crimes, if the offense is a felony
- Fraudulent sale of controlled substances, only if the offense was a felony
- Incest

- Abuse or neglect of a disabled adult or elderly person
- Exploitation of disabled adult or elderly person
- Aggravated child abuse
- Child abuse
- Negligent treatment of children
- Sexual performance by a child
- Alcohol or Drug offenses which were a felony, or if the offense involved a minor
- Offenses indicating unfitness to serve as a health care professional

Upon notification of provisional acceptance into the Dental Assisting Program., each applicant will be provided with a detailed procedure for completing the Request for Civilian Criminal Records Inquiry.

Health Record / Ability to Meet Technical Standards

A completed medical health form and self assessment of Program Technical Standards must also be submitted and approved by the Program Coordinator prior to admission to clinical rotations. This health record will contain results from a physical examination and laboratory tests including immunization records. An updated health record verified by a licensed physician or designee must be submitted on a yearly basis before attending clinical courses.

Dental Assisting students who do not meet the standards of good physical and mental health, as required by clinical facilities for safe patient care, may reapply and be considered for application to the Dental Assisting Program after resolution of the health problem. Additionally, student drug screens, criminal history reports, and medical records, when submitted, will become the property of Edison College, and will not be available for copying or for use to meet the requirements of outside employers or other agencies/persons. Students who are out of their program for six months or more must submit new records.

Appeal Process

If a review of a criminal background check or a medical health report deems an applicant or student ineligible for admission or continuation in the Dental Assisting Program, an appeal can be filed. The College's published appeal process is to be followed as found in the current *Catalog* under "Student Rights and Responsibilities".

Are there any potential health risks in Dentistry?

The dental health-care professional can be exposed to infectious and communicable diseases that can lead to illness, disability, and loss of work time. In addition, patients, family members, and community contacts can become exposed and may become ill and lose productive time or suffer permanent after-effects. Through proper infection control procedures patients, dental personnel, and others that may become exposed can be protected from infections.

What are the Infectious Disease Guidelines?

Edison Colleges' Dental Hygiene Program is committed to protecting patients, students, faculty, and staff from exposure to bloodborne infectious diseases such as AIDS and Hepatitis. The program also is committed to protecting the rights of individuals who may have a bloodborne infectious disease.

- Standard Precautions will be observed at this facility to prevent contact with blood or Other Potentially Infectious Materials (OPIM). All human blood and certain human body fluids (saliva in dentistry) are treated as if known to be infectious for HIV, HBV, and other bloodborne pathogens. Standard

Precautions mean that the same infection control procedures are used for all patients with all specimens.

When are students admitted to the program?

In the Fall Term (August).

Will this curriculum be used for admissions into the Dental Hygiene Program?

No. The dental assisting program prepares students for employment in general and/or specialty dental offices. Students interested in the dental hygiene program should focus on the specific admission criterion which is outlined in the dental hygiene information packet. The dental assisting program is NOT used as a stepping-stone to gain admittance into the Dental Hygiene Program.

Is there selected admission to the program?

Yes, due to the number of applicants and the limitations of clinical space.

What is the cost of the program?

Tuition is charged per credit hour taken (45 credit hours). Florida residents pay \$58.75 per credit hour. Non-residents pay \$232.00 per credit. Additional costs include insurance, books, uniforms, association dues, license fees, instruments, and lab fees as they become applicable. The college does not provide housing and the student is responsible for transportation to and from assigned clinics or health agencies for clinical course work.

Study in this program area requires intense commitment on the part of the student. Actual class hours require 30 to 35 hours per week, and additional home study is required. It will be difficult to maintain outside activities including employment. In addition, students with children will need dependable child care to maintain the required attendance.

At what time of day are classes offered?

Classes and clinics are held during the mornings and afternoons. Some classes may meet in the evenings. Clinic may be scheduled on Saturdays.

Must I take the courses in the sequence in which they are listed in the curriculum?

Yes. In addition, each course must be passed with a grade of “C” or better before the student may advance in the program. All courses are offered only once a year during the term they are shown in the curriculum.

Does the program offer job placement assistance?

Yes. Although the program cannot guarantee employment, the college does offer job placement assistance. Furthermore, a list of potential job opportunities is made available to the dental assisting students.

What salary range can I expect as a graduate?

A starting Dental Assistant in the Southwest Florida area may earn approximately \$20,000/year.

**DENTAL ASSISTING PROGRAM
CRITERIA FOR ADMISSION**

<u>HIGH SCHOOL</u>	<u>COLLEGE</u>
<p><u>HIGH SCHOOL OVERALL GPA</u> (used if applicant has less than 11 college credit hours)</p> <p>4.00 to 3.75 = 25 points 3.74 to 3.25 = 20 points 3.24 to 3.00 = 15 points 2.99 to 2.75 = 10 points 2.74 to 2.50 = 5 points 2.49 to 2.00 = 1 point</p>	<p><u>COLLEGE OVERALL GPA</u> (used if applicant has 11 or more college credit hours)</p> <p>4.00 to 3.75 = 25 points 3.74 to 3.25 = 20 points 3.24 to 3.00 = 15 points 2.99 to 2.75 = 10 points 2.74 to 2.50 = 5 points 2.49 to 2.00 = 1 point</p>
<p><u>HIGH SCHOOL MATH/SCIENCE GPA HIGH</u> (used if applicant has less than 11 college credit hours)</p> <p>4.00 to 3.75 = 25 points 3.74 to 3.25 = 20 points 3.24 to 3.00 = 15 points 2.99 to 2.75 = 10 points 2.74 to 2.50 = 5 points 2.49 to 2.00 = 1 point</p>	<p><u>COLLEGE MATH/SCIENCE GPA</u> (used if applicant has 11 or more college credit hours)</p> <p>4.00 to 3.75 = 25 points 3.74 to 3.25 = 20 points 3.24 to 3.00 = 15 points 2.99 to 2.75 = 10 points 2.74 to 2.50 = 5 points 2.49 to 2.00 = 1 point</p>

PRIOR DEGREE

BA/BS 5 points
AA/AS 4 points

GED SCORE (Points awarded if no college credits have been earned)

250 5 points

OVERALL GPA _____
MATH/SCIENCE GPA _____
PRIOR DEGREES _____
GED _____
TOTAL POINTS EARNED _____

STUDENT NAME _____

STUDENT SIGNATURE _____

DATE _____

[Date Received _____]

**EDISON COLLEGE
APPLICATION FOR ADMISSION TO THE
DENTAL ASSISTING PROGRAM
HEALTH PROFESSIONS**

1) Name: _____

2) Address: _____

(City) (State) (Zip Code) (County)

3) Telephone Number(s) _____
(Area Code + Day Number) (Area Code + Evening Number)

4) Social Security Number _____

5) Please read the Criteria For Admission found in this information packet.

6) During the week of June 1st, you will be requested by letter to attend a "Records Check" with the program coordinator where Phase I application points will be determined from your academic transcripts which you will bring with you. It is the applicant's responsibility to have the application file current and in the program office, including all necessary paperwork, no later than the June 1, 2009 cut-off date. Telephone the program secretary at 239-489-9255 or email kdilascio@edison.edu, or (1-800-749-2332, EXT. 1255) if you have any questions.

7) Current employment:
Organization _____

Address _____

Immediate Supervisor _____

Your position _____

8) Briefly describe your past experience with health care: _____

9) How did you hear about the program? _____

_____/_____
Applicant's Signature **Date**

Please mail or deliver your application no later than 5:00 p.m. on June 1, 2009 to:

**Edison College
Attn: Dental Assisting Program, A-134
8099 College Parkway, S.W.
Fort. Myers, FL 33919**

DENLEE

EDISON COLLEGE
Dental Assisting Program
8099 College Parkway SW
Fort Myers, FL 33919