



Dental Assistant Program

Application for Admission Fall 2019-2020 Cohort

Application Deadline June 7, 2019

Thank you for your interest in the Clackamas Community College Dental Assistant Program. We are pleased that you are exploring dental assisting as a profession.

The Clackamas Community College Dental Assistant Program offers a broad-based curriculum consisting of three terms of full time study. The dental assisting profession is a demanding discipline and the course of study is challenging as well as rewarding. We urge you to recognize the commitment that is essential to be successful in this program.

Begin your application process as early as possible so that you have ample time to complete the packet and requirements. Please review the contents of this application packet thoroughly prior to submitting your application and supporting documents. If you have questions regarding the Dental Assistant Program contact the Clackamas Community College Health Sciences Department at: healthsciences@clackamas.edu.

Dental assistant students must meet Oregon statutory mandates for healthcare providers. Anyone with a criminal record may not be allowed in a healthcare facility as a student. The aim of this legislation is to prevent abuse situations with vulnerable adults and children. All students in the Health Sciences Department are required to have a criminal history background check and drug and alcohol test. If you have questions about criminal history disqualifiers please reference <http://www.oregon.gov/dhs/chc/pages/tools.aspx> and read the provider crime lists for detailed information.

CCC Admission Policy Statement

Clackamas Community College supports an open door policy and welcomes all students who can benefit from the instruction offered, regardless of their educational background. Prospective students are eligible for admission if they are a high school graduate or have a GED. Admission to the College does not guarantee entrance to all programs. Students seeking to enter a special admit program must meet additional admission criteria. Students must provide proof that he/she will be at least 18 years of age prior to beginning externship experience, which generally occurs during fall term. Any student that does not meet the above criteria will not be admitted into the 2019 -2020 DA program.

Program

The Dental Assistant Program is designed to prepare students for entry level positions in the dental care setting. The goal of the Clackamas Community College Dental Assistant Program is to graduate students that have demonstrated competencies in clinical and administrative practices as well as demonstrated work ethics and professional values consistent with that of the American Dental Association (ADA).

The program consists of three terms of full time study. Students are involved in an administrative and clinical practicum in the dental care setting in the community. These may include managed care facilities, private dental practices, state and county clinics, dental schools, and the insurance industry.

Applicants are advised that a high level of dexterity, the ability to multi-task, and a high degree of attention to detail are required for the successful completion of this program.

Certification

Certification is through the Dental Assisting National Board (DANB). For more information please visit www.danb.org.

GETTING STARTED

- Speak with an Advisor if you have any questions prior to or during the application process
 - ✓ Harmony Advising Center philir@clackamas.edu
503 594-0623
 - ✓ Oregon City Advising Center advising@clackamas.edu
503-594-3475
 - ✓ healthsciences@clackamas.edu
- Download the application from the website: <http://depts.clackamas.edu/healthsciences>
- Review Dental Assistant admission and program requirements as indicated in this application.
- Complete placement assessments in the Testing Center and gather necessary official transcripts and supporting documents needed for PHASE ONE of the application process.
- Your attention to detail will assist you in successfully completing the four phases of the Dental Assistant application process.
- Only completed applications that follow the application phases and deadlines will be considered for admission approval.
- It is suggested that each application be read completely before initializing the application process. Your attention to detail will assist you in successfully completing the required four phases.

ADMISSIONS

- **Eligibility for admission to the Dental Assistant Program** will be based on meeting the stated criteria. Spaces are limited; therefore, eligibility does not guarantee admission to the program. Submitting an application does not guarantee that applicants have satisfied minimum criteria.
- Any application submitted after the deadline will be considered on a space-available basis at the discretion of the Health Sciences Department. For questions regarding this please contact healthsciences@clackamas.edu
- Admission criteria are subject to change from year to year. It is the responsibility of the student to be informed.
- *The Health Sciences Department reserves the right to establish an alternate list. Students on the alternate list will be notified if space becomes available.*
- Allied Health personnel will evaluate each application and supporting documents for eligibility criteria.

Dental Assistant Program Admission Process Check list 2019 -2020

Please use this list to guide you through the steps required to apply for the DA program

Thank you for your interest in the Dental Assistant program. This is a limited entry program that requires that you meet the requirements for the program prior to being admitted. This application process is for the 2019 -2020 school year as outlined below. The applicant must follow all steps to be invited to continue through each phase of the admission process, with the final phase resulting in the opportunity to be offered program admission.

Phase requirements are explained in detail below.

The following items must be supplied when requested without exception. Failure to follow the four phase process and outlined timelines will result in not being considered for admission.

PHASE 1: The DA APPLICATION PACKET (February 4 - June 7, 2019)

Completed application packets will be accepted until 5:00pm June 7, 2019 at the CCC Harmony Campus.

Mail or drop off **completed** application packet (sealed envelope) to:

Clackamas Community College, Harmony Campus
Attention: Dental Assistant Program
**7738 SE Harmony Rd.
Milwaukie, OR 97222**

- Completed 2019 – 2020 Dental Assistant Program application.
- Placement assessments: Competency in writing, math, and reading as measured by CCC placement assessment or summaries. Students must place into at least WR-101 or WR-121 and MTH-050/60 or higher, to be eligible to apply or show completed equivalent college coursework as documented on official college transcripts. Placement summaries dated no earlier than June 2014 will be accepted. Placement assessment may be done through any Clackamas Community College Testing Center. Please contact testing centers for open hours.
- Non-refundable application fee: \$50
 - ✓ Only completed application packets will be processed allowing applicants to advance to the next Phase.
 - ✓ All application supporting documents are required regardless of age, educational background or experience.
 - ✓ June 17, 2019: Successful candidates will receive an email notification of progression to orientation.
 - ✓ **Please take the time, even though you do not know if you will be admitted, to fill out your FAFSA (financial aid) eligibility information as soon as allowable for application year. The deadlines for particular grants are as early as February. Being proactive helps ensure you have the opportunity to be awarded money to help with program costs. Visit <http://www.fafsa.ed.gov>**
 - ✓ **Please visit our scholarship department if you are interested in finding out more about scholarships. <http://www.clackamas.edu/Scholarships/>**
- Job shadowing requirements: 6 hours of documented job shadowing in a general dental office or clinic. Observations done in specialty offices (orthodontic, endodontic, oral surgery, pedodontic and periodontic), will **not meet** the job shadow requirement. Job shadow or work experience hours must be current, hours dated prior to January 2019 will not be accepted. The candidate is only to observe the activities of the dental assistant, performing procedures on patients or performing dental assistant duties in the office is not recommended.
- Documentation of job shadow must be on office letterhead with the following information: dates, total hours completed and the dentist name and signature. Documents missing the required information will not be accepted.
- Reflective paper about your job shadowing experience.

The content of the paper will address aspects of your job shadow experience and current work or training experience. Do not use the patient's name or any personal information about the patient in the essay.

The paper must address each of the following topics:

 - Assistants are part of the dental team and collaborate strategically with others in the office. Describe how your personality and strengths will contribute to the success of the dental team?
 - Problem solving is a critical thinking skill required of a dental assistant. Using your job shadow experience, identify a situation where problem solving skills were used by the assistant you observed. What was the outcome?
 - Describe in detail a work or training experience in which you used your problem solving skills to make a positive difference.
 - Career choice- Based on what you know or have seen in your job shadow experience; explain why you have selected dental assisting as your career choice.
- Requirements for paper: 2-3 pages, typed, double spaced, 12 font, one inch margin. All topics listed above (bullet points) must be covered for your application to be considered complete.
- Upon receipt of a completed application your reflective paper will be screened by a selection committee and scored. Scoring is based on having exceeded, met, or failure to meet based on your ability to express yourself while addressing these topics (bulleted points) listed above.

PHASE 2: MANDATORY ORIENTATION: JUNE 25, 2019 Plan accordingly for this mandatory meeting.

On June 17, 2019 successful phase one candidates will receive an email notification to attend a mandatory orientation meeting held on June 25, 2019 from 1:00 pm – 4:00pm at the CCC Harmony Campus.

At this time all requirements for Phases 3 and 4 will be discussed. Topics include but not limited to:

- Urine drug/alcohol screen (UDS) and Criminal background check requirements (phase 3).
- American Heart Association (AHA) BLS Provider (provider level CPR) and First Aid (AHA Heartsaver)
- Health & Physical form
- Required vaccinations and/or titers
- Supply list and approximate cost of program
- Financial aid
- DA Handbook
- Dental lab schedules (am/pm) are based on lottery. A lottery drawing will be held at orientation and is based on available space.

PHASE 3: COMPLETING A PROFILE ON CASTLE BRANCH

June 25 – July 10, 2019

- ✓ All information regarding the process of the initial criminal history background check and urine drug/alcohol screen will be provided at orientation. Candidates are encouraged to begin the processes as soon as possible.
 - Criminal history background check
 - Urine drug/alcohol screen (UDS)
- ✓ DA students will be required to repeat the UDS at their own expense within 30 days of clinical practicum.
- ✓ Reminder: you are required to pass the criminal history background check & urine drug/alcohol screen. Failure to do so will preclude you from continuing with the application/admission process.
All expenses incurred during this process are at the DA program candidates' expense. Candidates will not receive refunds from Clackamas Community College or Castle Branch for failure to pass the criminal history background check and urine drug/alcohol screen successfully

LETTER OF CONDITIONAL ADMITTANCE TO THE DENTAL ASSISTANT PROGRAM

Candidates that have successfully passed their UDS and criminal background check requirements will be sent an email of conditional admittance on or before July 15, 2019.

PHASE 4: MEETING ALL PHASE 4 REQUIREMENTS (July 16 – September 5, 2019)

Candidates may now begin the process of meeting all phase four requirements. Note: schedule appointments early with healthcare providers to allow enough time to meet phase four requirements on or before September 5, 2019. **Candidates not meeting phase four requirements by noon on September 5, 2019 are subject to being placed on an alternate list. Alternates will be considered on a space available basis only.**

Submit official documents of the following Phase 4 Clinical Requirements to Cindi Woodard. Information about dates and times for submission will be given at orientation. Please keep a copy of the documents listed below for your personal records.

- American Heart Association (AHA) BLS Provider (provider level CPR)
- First Aid (AHA Heartsaver)
- Health & Physical form
- Required vaccinations and/or titers
- Photo release form
- Signed acknowledgement of receipt of 2019-2020 Dental Assistant Handbook

UPON ACCEPTANCE

- All phase four requirements must be met on or before September 5, 2019 to be issued an official email Statement of acceptance.
- An official email Statement of acceptance will be sent to accepted applicants by the Allied Health Admissions office on or before September 16, 2019.
- Statement of intent must be submitted prior to the first day of class.
- If a student would like to schedule a meeting prior to the start of classes, please email Maria Corona, Program Director. mariac@clackamas.edu . Meeting date is September 17, 2019. Time: 9:00am – 4:00pm (15 minute meeting). Harmony Campus, H379.



Dental Assistant Application for Admission Fall Cohort 2019

Date: _____

CCC Student I.D.# or SS# _____

Birthdate * _____
MM DD YYYY

Providing your Social Security Number (SSN) is voluntary. If you provide it, the college will use your SSN for keeping records, doing research, aggregate reporting, extending credit and collecting debts. Your SSN will not be given to the general public. If you choose not to provide your SSN, you will not be denied any rights as a student. Providing your Social Security Number means that you consent to the use of the number in the manner described.

Formal Name _____
Last First (i.e. Anthony) Middle Preferred (i.e. Tony)

Mailing address _____
Address City State County Zip

Telephone _____ Email address _____
Home Cell Work

Residency/Student Type

Required for tuition purposes

- In State** (US citizen or permanent resident of Oregon, CA, ID, WA, or NV 90 days prior to first day of class.)
 - Immigrant Refugee Other
- Out of State:**
 - US citizen and permanent resident outside of Oregon, CA, ID, WA, or NV
 - International visitor (B, J, H or other nonstudent Visa)
 - International student (requires I-20)

What will you be studying? (program title and code).

Dental Assistant Program

Program Title

Educational Goals

- Earn a degree/certificate
- Transfer classes
- Learn job skills
- Update job skills
- High school completion/GED
- Explore career/academics
- Reading/writing/math skills
- Learn English language
- Personal interest
- Other _____

Ethnicity

- Hispanic or Latino
- Not Hispanic or Latino

Race

(Choose all that apply)

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or other Pacific Islander
- White

CCC would appreciate your response to the following:

Gender Male Female

High School/GED Completion

Received High School Diploma _____
Name of School Location Graduation Date

I certify that I have graduated from high school or passed the GED exam.

Previous Colleges Attended:

Name of School	Dates	Location	Award
_____	____/____/____	_____	_____
_____	____/____/____	_____	_____

Please answer the following questions: (For statistical purposes only)

- Are you the first person in your family to attend college? Yes No
- What is your household income? \$0-\$15,000 \$15,000-\$30,000 \$30,000-\$50,000 \$50,000+
- What is your employment status? Employed 35 hrs/week or more Retired Employed less than 35 hrs/week Not employed
- Are you a veteran of the U.S. Military or do you have a family member who is a veteran? Yes No

Certification of application information and academic standards policies.

I have read and understand the admission criteria for the Clackamas Community College Dental Assistant program. I verify that all statements on this application are complete and true. I accept and agree that I will be required to sign an Individual Professional Standards Acknowledgement form prior to my entry into the program. Further, I certify that I am aware that I must have physical and mental abilities necessary to provide safe client care, visual acuity, hearing, speech, manual dexterity, physical strength (ability to lift 50 lbs.), and endurance to be successful in the program.

Signature Date

Print Name