DENTAL ASSISTING

Program Information and Selection Process Booklet



FALL 2023



INTRODUCTION

Dear Dental Assisting Applicant:

Thank you for your interest in our Dental Assisting Program at NDSCS! You have selected an exciting and rewarding career as a licensed member of the dental health team!

The Dental Assisting Program is a selective enrollment program and has *specific criteria for selection.* Points are awarded for each criterion with applicants being selected according to their total score. This process is ongoing until the deadline of *April 1st* for selection to the *Fall 2023* class. The selection committee will then send letters to all applicants informing them of their status via email.

Applicants must ensure that all requirements outlined in this booklet, are complete and on file with the Dental Assisting program by **April 1**st. After that date, <u>incomplete</u> files will be disqualified from the selection process.

If you also wish to apply for the Dental Hygiene program, you must apply to Dental Hygiene and complete those selection requirements by the deadline date (March 1).

To submit selection criteria and check on file completion, call 1-800-342-4325 ext. 32333 (701-671-2333) or email <u>ndscs.dental@ndscs.edu</u>

If you have any other questions or concerns, please feel free to contact us.

Sincerely,

Chanel Malone Dental Assisting Program Coordinator | Allied Dental Education Department

PROGRAM SELECTION DETAILS

Please review all sections of this booklet to familiarize yourself with Dental Assisting selection process. It is the applicant's responsibility to ensure a complete selection file.

Program Selection Details Steps for Selection Allied Health Selection Process Assessment Frequently Asked Questions Quick Resources Selection Process Checklist Required Forms Additional Program Information Essential Functions for Allied Dental Students Additional Program Requirements (Accepted Students)

The NDSCS Dental Assisting Program is a limited enrollment program that has specific selection criteria required for acceptance to the program. Applicants will be selected based on a point system. Once program capacity has been reached, an alternate list will be established, also based on points. Acceptance by the college <u>does not</u> constitute acceptance into the Dental Assisting Program.

A scheduled visit to the college and meeting with a Dental Assisting Program faculty member is recommended. It is also highly recommended that the applicant checks in with the program to ensure that all selection requirements have been received prior to the deadline date. Incomplete files <u>will not</u> be considered for selection.

The deadline for submission of all selection criteria for this program is *April 1st*. All applicants will receive notification of their status (acceptance, alternate status, or non-acceptance) within two weeks of the deadline. Notification will be made by email, and it is the applicant's responsibility to have their current email on file with the program.

Applicants who <u>apply</u> after the April 1st deadline (*NDSCS Application is dated after April 1st*), can complete the selection process, and be placed on a waiting list. A late applicant will not be part of the first-round selection process. Late applicants may be selected based on points, if an opening occurs, and if all alternates have been selected. This could occur at any time up to the first day of classes.

STEPS FOR SELECTION

1. Complete the NDSCS Admission process and submit an official high school transcript and all official college transcripts to the Office of Admission.

New Student/Transfer Student	Current Student or Continuing	Returning Student
Application	Change of Program	Re-Application
Forms can be found at <u>www.</u>	ndscs.edu/apply	

High School Transcript (or GED)

The final *official (or in-progress) high school transcript or GED will need to be submitted to the Office of Admission.

College Transcript(s)

College transcripts must be *<u>official</u> and submitted to the Office of Admission. If the applicant is currently completing college courses, an official transcript must be submitted after semester completion. *Information about transfer of courses* can be obtained by emailing ndscs.studentrecords@ndscs.edu or www.ndscs.edu/tes

*Official transcripts are complete records of your educational background and must be sent to the NDSCS Office of Admission directly from the high school and/or college's you have attended. Transcripts must be signed by a school/college official and stamped with the official school/college seal. Photocopies/faxes of transcripts from the school/college attended are not considered official. The request for a transcript must be from the applicant.

2. Complete the Supplemental Program Application for Dental Assisting.

Supplemental Application	Format
The Supplemental Application is located at www.ndscs.edu/dental click on Program Selection Process and indicate Dental Assisting Program.	Complete <u>after</u> submitting the Application for Admission to NDSCS

3. Satisfaction of the following:

High School GPA/College GPA	Official Transcripts
Minimum of 2.5 high school GPA; OR twelve college semester credits with a minimum GPA of 2.0	Submit to Office of Admission

4. Submit to the Office of Admission an official ACT and/or placement testing results.

ACT/Placement Testing Results	Official Transcripts
Results must meet the criteria to enroll into English 110 the first semester of the program or have completed the course with a "C" of higher.	Submit to Office of Admission

5. Points are awarded for grades in high school biology, algebra and chemistry and college level anatomy. Additional Points are awarded for grades in college level courses, concepts of anatomy, and anatomy and physiology.

Courses	Final Grade
BIOL 115 Concepts of Anatomy and Physiology BIOL 115L Concepts of Anatomy and Physiology Lab BIOL 220 Anatomy and Physiology BIOL 220L Anatomy and Physiology Lab I BIOL 221 Anatomy and Physiology BIOL 221L Anatomy and Physiology Lab I	Transcript must reflect a final grade of "C' or higher.

If the above courses have been completed at a college other than NDSCS, an official transcript must be submitted to the NDSCS Office of Admission that reflects final grades.

6. Additional admission points will also be awarded for completing pre-requisite classes at NDSCS.

Additional admission points:

Classes completed from the Dental Assisting course sequence of study will earn additional admission points if completed at NDSCS. Points will be determined when the applicant's transcript is reviewed.

7. Review dental career links and submit the Dental Assisting Career Review form.

Review all links below to assist in your choice of a Dental Assisting Career.

https://www.ada.org/en/education-careers/careers-in-dentistry/dental-team-careers/dental-hygienist https://www.ada.org/en/education-careers/careers-in-dentistry/dental-team-careers/dental-assistant https://www.allalliedhealthschools.com/dental-assisting/dental-assistant-vs-dental-hygienist/

Submit the signed Dental Assisting Career Review Form.

* Form included in this booklet.

Send form to the Selection Process Assistant for Dental Assisting – <u>ndscs.dental@ndscs.edu;</u> or Mail: NDSCS, Dental Assisting Program Selection Process, Attn: Miranda, 800 6th Street North, Wahpeton, ND 58076-0002

8. Complete the selection assessment examination and meet the program benchmark score of **45** or higher. The exam can be retaken once per selection process.

* See Allied Health Selection Process Assessment in this booklet for the current assessment(s) being utilized. The selection assessment(s) are subject to change. Check with the program prior to testing.

9. Review the Essential Functions for Allied Dental Education students and submit the Essential Functions Verification form.

If you cannot meet an Essential Function, please schedule an appointment with the Allied Dental Education Department Chair, <u>prior</u> to continuing the selection process.

*Form included in this booklet.

NDSCS ALLIED HEALTH SELECTION PROCESS ASSESSMENT

The program you are applying to requires a selection process assessment. The assessment currently being utilized is the **Test of Essential Academic Skills (TEAS-Version 7)** by Assessment Technologies Institute (ATI).

The ATI TEAS is designed specifically to assess a student's preparedness for entering a health program. The ATI test is comprised of 170 questions set up in multiple choice format with fouroption answers. Questions are designed to test the basic academic skills you will need to perform in class in the areas of Reading, Math, Science and English and Language Usage.

TEST DETAILS	READING	MATHEMATICS	SCIENCE	ENGLISH AND LANGUAGE USAGE
Number of Questions	39	34	44	33
Time Limit (Minutes)	55 minutes	57 minutes	60 minutes	37 minutes
Specific Content Covered	Key ideas & details, craft & structure, integration of knowledge & ideas, pre-test questions	Numbers & algebra, measurement & data, pre-test questions	Human anatomy & physiology, life & physical sciences, scientific reasoning, pre-test questions	Conventions of standard English, knowledge of language, vocabulary acquisition, pre- test questions

For information on preparing for your TEAS, visit www.atitesting.com

You can take the ATI TEAS Exam through one of two ways:

- TEAS at an approved institution testing center
- TEAS at ATI an online exam using ATI Remote Proctors

**If you wish to take the 'TEAS at ATI' {an online exam using ATI Remote Proctors} please use this link: <u>https://atitesting.com/teas/register</u>. From the drop-down menu select either ATI Remote Proctor- Nursing or ATI Remote Proctor- Allied Health

STEPS FOR BOOKINGS/SCHEDULING TEAS AT NDSCS:

Schedule Assessment

Complete the NDSCS College Application process to an Allied Health program. Testers must have a <u>current NDSCS application</u> on file to schedule a TEAS test at this site.

To book a testing appointment at the NDSCS Test Centers (Wahpeton or Fargo)

Please use this link to take you to the TEAS Test bookings page: <u>https://outlook.office365.com/owa/calendar/NDSCSTestCenter@ad.ndus.edu/bookings/</u>

You must schedule your test PRIOR to the selection deadline for the program you are applying to. There are numerous testing dates/times available each month. Once you book, you will get a email confirmation with reminder messages bringing a photo ID and credit card payment on the day of testing. You will also get reminders 1 day and 1 hour prior to testing. Testers needing to cancel or reschedule will be able to do this through Bookings.

Accommodation Requests

Requests for testing accommodations and supporting documentation should be submitted 3 weeks in advance. Contact the NDSCS Accessibility Coordinator Mindi Bessler at 701-671-2623 or <u>mindi.bessler@ndscs.edu</u>.

Day of Testing {only if testing in person at NDSCS}

Arrive 15 minutes prior to start time.

The examinee should have an ID which is government-issued with a current photograph and examinee's signature and permanent address.

Test is payable via credit card by the applicant the day of testing. The current cost of the assessment is **\$65.00** (subject to change-verify with program prior to testing).

Calculators are not allowed. If a calculator is required for a question, one will appear on the testing screen.

No food or drinks are allowed in the testing room.

Benchmarks

The benchmark for the TEAS test, for the program you are applying to, is listed on the Program Factsheet and is also listed in this booklet. Benchmarks are not the same for all programs.

Benchmark means you must meet this score (or above) to apply to the program.

TEAS Score

You will receive your TEAS score immediately after testing in your <u>ATI account</u>. You can visit, email or call the program contact to review your score, discuss possible retakes and review your selection file to ensure all requirements are complete. If you wish to meet with a *program advisor* that day, please schedule the appointment *prior* to your testing day.

Retakes

<u>One retake</u> is allowed per selection process (maximum of two TEAS within a calendar year). It is highly recommended scheduling your assessment date well in advance of the application deadline to allow time for a retake, if needed. There is a minimum of **two weeks** between testing dates for retakes.

Previous TEAS Results

If you have already completed a TEAS Assessment and met the benchmark for the program you are applying, you can use that score for the selection process. An official transcript must be ordered and sent to the program via ATI. Go to <u>www.atitesting.com</u> to order an official transcript. *If you completed this assessment at NDSCS for a different selection process, an official transcript <u>does not</u> need to be ordered. Contact the program to have the assessment moved into the current selection process.

Version of TEAS Assessment

The current version of the test is **ATI TEAS Test** (Version 7). If you have a previous TEAS test and it <u>is not</u> this version, you will need to <u>retake</u> the assessment. Please check with the program.

FREQUENTLY ASKED QUESTIONS

When is the deadline to apply?

April 1st

How do I apply to NDSCS and where do I find the Supplemental Application to the Dental Assisting Program?

www.ndscs.edu/become-wildcat/apply

https://www.ndscs.edu/academics/academic-departments-programs/dental/program-selectionprocess

What is the difference between a Dental Assistant and a Dental Hygienist?

The biggest difference between the dental team members is that a dental assistant provides direct aid to dentists, conducting office tasks, and small, supervised procedures in the patient's mouth, while the dental hygienist works one-on-one with the patient providing treatment.

Can I apply for the Dental Assisting Program and the Dental Hygiene Program?

Yes, just indicate an interest in both programs on your NDSCS Application for Admission, Supplemental Program Application and contact the program to ensure your application is part of both programs' selection processes.

What admission requirements do I send to the NDSCS Office of Admission?

- Application for admission and the \$35 fee
- Final official high school transcript
- Official college transcripts for all colleges attended

What items do I send to the Dental Assisting Program?

- Submit Dental Assisting Career Review form
- Supplemental Program Application
- Essential Functions Verification form.

Are there any other requirements for admission? Satisfaction of the following:

- Minimum of a 2.5 high school grade point average and ACT minimum composite of 17; OR twelve college semester credits with a minimum GPA of 2.0.
- Grades in high school biology and chemistry, algebra and college anatomy and physiology or human structure and function and microbiology will be considered.
- Basic Entrance Exam (TEAS)

I completed some of my courses at a different college. How do I know which courses transfer to NDSCS?

Email enrollment records at <u>ndscs.studentrecords@ndscs.edu</u> or call 701-671-2521 or visit <u>www.ndscs.edu/tes</u>

What is the Basic Entrance Test and when do I take it?

The Test of Essential Academic Skills for Allied Health (ATI TEAS) measures basic essential skills in the academic content area domains of reading, mathematics, science, and English and language usage. It is a 4-section multiple-choice exam consisting of 170 questions.

The test must be taken by *April 1st*. The cost of the exam is \$65 payable by credit card the day of testing. A benchmark score of **45** must be achieved to apply to the program. One retake is allowed per selection process. Schedule your assessment early to allow time for a retake if needed (two weeks between testing's).

Previous TEAS test results can be utilized if it is the same version that is being given for the current selection process (or one version behind). An official transcript of the test results must be submitted by requesting the transcript directly from ATI and be sent to the program. Copies will not be accepted.

The selection assessment(s) may be subject to change. Check with the program prior to testing.

Are there study materials I can use before taking the TEAS exam?

Yes. Review the TEAS Study Manual available for purchase as a printed study manual or the new eBook. (\$25)

Additional information and study guides are also available at <u>www.atitesting.com/teas/study-</u> <u>manual</u>

Who should I contact to make sure my application is complete and how soon will I know my status in the program?

- Contact the Office of Admission to ensure college requirements are submitted at <u>ndscs.admissions@ndscs.edu</u> or phone 701-671-2203.
- Contact the Dental Assisting Program to ensure all program requirements are submitted by emailing <u>ndscs.dental@ndscs.edu</u> or calling 701-671-2333.

All applicants will receive an <u>email</u> informing them of their status in the program by the end of April.

If I am not admitted, can I reapply?

Yes, you may reapply, and the selection process will begin again for the next class. You must also contact the program, in writing or by email, to have your file rolled over to the next selection process.

Is there an Enrollment Deposit if I am accepted to the program?

Yes, there is a \$300 non-refundable capacity enrollment deposit payable by **April 30**th for <u>selected</u> students. Payment is made to the Dental Assisting Program. This deposit is <u>not</u> an extra charge and will be applied toward your fall semester tuition.

How much will it cost to complete the Dental Assisting Program at NDSCS?

Visit the website at <u>www.ndscs.edu/paying-college</u> for current tuition/fees information. There is also information pertaining to scholarships, grants and loans.

If I am accepted, how many classes/credits will I have each semester and what format are the courses offered in?

The course sequence/credits for the Dental Assisting Program by semester is included in this booklet. Students will plan their individual program of study for fall semester with their Dental Assisting Advisor or NDSCS Master Scheduler.

All general education courses are available face to face or online. Some Dental Assisting courses are offered online (hybrid) only, with others being face-to-face only.

Students may choose to take some of their general education courses summer session, prior to beginning the program, to lighten their credit load for the first semester. Please visit with the Dental Assisting Program Coordinator prior to registering for any classes.

How many classes/credits will I have each semester?

The course sequence/credits outline for the Dental Assisting Program by semester is included in this booklet. Students will plan their individual program of study with their Dental Assisting Faculty Advisor. Course descriptions are available via the website at <u>www.ndscs.edu/academics</u> (Catalogs).

If I have a dentist that is sponsoring my application, what is the process?

If you have a dentist that is sponsoring your application, the program must receive a letter from the dentist indicating their willingness to be your sponsor. The letter should be addressed to:

Rhonda Edwardson, Department Chair

NDSCS Allied Dental Education Department

800 6th Street North | Wahpeton, ND 58076

The program will then contact the dentist with the details about the sponsorship.

Note: Information regarding policies pertaining to radiation safety, infectious diseases, and bloodborne pathogens are available upon request. Please email: <u>ndscs.dental@ndscs.edu</u> for more information.

QUICK RESOURCES

Quick Resources		
Application to NDSCS	Website: www.ndscs.edu/apply 800-342 ext. 322 or 701-	
Schedule a Campus Visit	Website: www.ndscs.edu/tour	800-342-4325 ext. 32521 or 701-671-2521
Transcripts/Transfer Credits	Email: ndscs.studentrecords@ndscs.edu Website:800-342-43www.ndscs.edu/tesext. 32521701-671-25	
Financial Aid	Email: <u>ndscs.fin.aid@ndscs.edu</u> Website: www.ndscs.edu/paying-for-college	800-342-4325 ext. 2207 701-671-2207
Program Selection Process	Email: ndscs.dental@ndscs.edu	800-342-4325 ext. 32333 701-671-2333
Schedule TEAS	https://outlook.office365.com/owa/calendar/NDSCSTestCenter@ad.ndus.edu/bookings/	
Assessment		
	Website: https://ndscs.edu/testcenter	
Information about Program/Career	Email: chanel.malone@ndscs.edu	
Program Advisement	Email: chanel.malone@ndscs.edu	

APPLICANT CHECKLIST

For Applicant Use Only

Use the checklist below to track your application requirements. Always check with the program to ensure receipt of each item, as incomplete files will NOT be considered for selection. <u>This form does not need to be submitted.</u>

College Requirements - NDSCS Office of Admission:

	Submit NDSCS Application for Admission	Date Submitted
	Submit Office High School Transcript	Date Submitted
	Submit Office College Transcript(s)	Date Submitted
	Submit Official ACT Scores <u>or</u> Complete Placement Testing	Date Submitted Date Completed
Progra	am Requirements – Dental Assisting:	
	Submit Supplemental Application to Program	Date Completed
	Schedule Assessment Examination (TEAS)	
	Date/Time	Score
	Dental Assisting Career Review Form Date Form Submitted	
	Submit Essential Functions Verification	Date Submitted

REQUIRED FORMS – SUBMIT BY DEADLINE – APRIL IST

Dental Assisting Career Review Form

The application process to the North Dakota State College of Science Dental Assisting Program requires applicants to review career videos about the program. See Steps for Selection, number 8 (in this booklet) for the career links.

(Print Name)

has review the required links (videos) as required by the Selection Process.

By signing this form below, I attest that I did review all three-video links.

(Applicant Signature)

(Email)

Please email this form by **April 1** Form *must be* **submitted by the deadline to earn the required selection points Email:** <u>ndscs.dental@ndscs.edu</u>

Essential Functions Verification

I have reviewed, understand, and have the ability to perform the Essential Functions, with or without accommodations, for the program I am seeking admission to. We encourage you to contact us if you have any questions about or in need of accommodations by calling the NDSCS Student Accessibility Coordinator at 701-671-2623.

*If you do not have the ability to perform an Essential Function, with or without accommodations, a meeting with the Department Chair of the program you are applying to must be scheduled prior to continuing with the selection process.

Submit by April 1st

Program Applying to	
Print Name	
Signature	
Date	Email

This form must be signed and submitted to the program to complete the selection process requirements.

Submit the form by emailing <u>ndscs.dental@ndscs.edu</u>

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ADDITIONAL PROGRAM INFORMATION

Please review the following information to familiarize yourself with the Dental Assisting program.

Dental Assisting Program Competencies Essential Functions for Allied Dental Students Additional Program Requirements for Selected Students Dental Assisting Program Fact Sheet Dental Assisting Suggested Sequence of Study

For applicants selected to begin the program fall semester, there will be an orientation session with Allied Dental faculty and staff scheduled prior to classes beginning. At that time, students will meet their advisor, review program policies and the sequence of study.

Dental Assisting Program Competencies

At completion of the North Dakota State College of Science Dental Assisting Program, the graduate will be competent to:

- 1. Demonstrate basic chairside assisting skills as well as expanded functions that are within the guidelines of regional state dental practice acts.
- 2. Demonstrate adequate diagnostic aids (i.e., radiographs, study models)
- 3. Demonstrate adequate laboratory skills.
- 4. Understand and manage ethical decisions and comply with legal regulations governing the practice of dental assisting.
- 5. Exhibit professionalism in a dental healthcare setting.
- 6. Manage various types of patients in a variety of clinical settings.
- 7. Demonstrate adequate job seeking skills.
- 8. Demonstrate basic dental office procedures.
- 9. Apply self-assessment principles and incorporate lifelong learning.
- 10. Use and evaluate scientific information to enhance their knowledge and skills in the promotion of oral health.

ESSENTIAL FUNCTIONS FOR ALLIED DENTAL STUDENTS

Functional Ability/Activity-Attribute-Task

• Emotional Stability

Differentiate and establish personal and therapeutic boundaries (e.g. confidentiality/privacy) Provide client with appropriate psycho social support Deal with unexpected situations Maintain attention on task Perform multiple responsibilities concurrently Handle strong emotions (e.g. grief, anger) Have the emotional stability to function effectively under stress and to adapt to an environment that may change rapidly without warning and/or in unpredictable way Maintain mature, sensitive and effective relationships with clients, students, faculty, staff, and other professionals under all conditions including highly stressful situations Possess the emotional/mental health required for the full utilization of his or her intellectual capabilities and the exercise of good judgment necessary for working in any clinical site

Know if his or her values, attitudes, beliefs and emotions, and/or experiences affect his or her perceptions and relationships with others

Be willing and able to examine and change his or her behavior when it interferes with productive individual or team relationships

Analytical Thinking

Gather data Transfer knowledge from one situation to another Assess and respond to change in patient's condition Integrate information Evaluate outcomes (e.g., effectiveness of care) Problem solve Prioritize care Utilize long term memory Utilize short term memory Organize tasks to completion Think critically Takes immediate action to meet patient requests or needs Critical Thinking Skill
 Identify cause-effect relationships
 Synthesize knowledge and skills
 Complete tasks in a timely manner
 Model accountability for learning by sharing knowledge and learning from others

• Interpersonal Skills

Manage conflict between persons Respect differences in clients/families/co-workers Establish and maintain rapport with clients/families/co-worker Treat others with respect Build effective working relationships

Communication Skills

Communicate information (e.g., teach patient, family, or groups) Explain procedures Give oral and written reports Interact with others (e.g., effective group participation) Use the telephone – communicate summary of data Advocate for patient Direct activities of others Convey information orally and in writing (e.g., charting, reports, papers) Use computer Employ therapeutic communication techniques Assess and respond to verbal and non-verbal communication

Gross Motor Skills

Provide standing support to patient Manipulate equipment above shoulders (e.g., dental light) Reach below waist (e.g., plug(ins) Assist transfer of patient (e.g., wheelchair to dental chair) Maintain patient / client safety at all times

• Fine Motor Skills

Pick up objects (e.g., hand piece, instruments) Grasp small objects (e.g., instruments, sealant syringe tips, burs, needles) Write Use a computer Pinch/pick or otherwise work with fingers (e.g., dental instruments, gloving, small equipment) Turn knobs with hands on door or equipment Squeeze (e.g., tubes, syringe) Put on caps, gown, gloves, and mask Apply pressure to remove calculus and cement

Physical Endurance

Sustain repetitive movements (e.g., CPR, instrumentation) Work entire day

• Physical Strength

Lift 25 pounds (e.g., transfer client) Move objects 10-40 pounds Carry equipment/supplies Use upper body strength (CPR) Squeeze (e.g., fire extinguisher)

• Hearing

Hear normal speaking level sounds (e.g., to communicate with client) Hear faint voices (e.g., elderly, oxygen deprived) Hear faint body sounds (e.g., blood pressure) Hear in situations not able to see lips (when using masks) Respond to alarms (high/low frequency)

• Visual

Visualize objects up to 20 inches away Visualize objects up to 20 feet away Visualize objects more than 20 feet away Use depth perception (e.g. injections) Use peripheral vision Focus quickly when move from one object to another Focus on small objects (teeth and other oral structures) Adequate vision in both eyes (20/20 or correction) Distinguish color (e.g. patient secretions, and color-coded records) Distinguish color intensity (e.g. blue complexion, redness of blood) Respond to alarms

• Tactile

Feel vibrations (e.g., pulses, nerve responses, tremor)Detect temperature of room, skinFeel differences in surface characteristics (e.g., oral tissues)Feel differences in sizes, shapes (e.g., palpate, perform assessment)

North Dakota State College of Science

Dental Assisting Program

• Smell Detect odors from patient Detect smoke Detect gases or noxious smells

• Reading

Read and understand written documents (i.e. patient charts, professional literature) Use anatomical design/diagrams correctly Display mathematic competence Read digital displays Read graphic printouts (e.g. vital signs, numbers) Read analog and digital clock

Motor Functions

Measure time (e.g., duration) Count rates (e.g., pulse) Use measuring tools (e.g., probes) Read Measurement marks (e.g., scales) Add, subtract, multiply, divide Use a calculator Write numbers in records Maintain client /patient records

PROGRAM REQUIREMENTS -IMMUNIZATIONS/VERFICIATIONS

Documentation (compliance check) of the following immunizations/verifications will be due by July 15th (*unless specified). Students <u>will not</u> be allowed to participate in clinic unless all requirements have been met. Immunizations, exams and certifications are at the students' expense. Students accepted into the program will receive more information on how to create and pay for an account in the clearing house utilized by the program and how to upload the requirements prior to the deadline date. DO NOT submit these requirements directly to the program.

Health Record Requirements:

- a. documented evidence of two Measles, Mumps, Rubella vaccination or Rubella positive titer.
- b. documentation of three Hepatitis B immunizations, positive titer or a waiver.
- c. documentation of two Varicella (Chicken Pox) vaccinations or proof of a positive titer.
- d. documentation of Tdap (Tetanus, Diphtheria & Pertussis) vaccination within the last ten years.

e. documentation of a negative **two-step** TB Skin Test (Mantoux), QuantiFERON Gold blood test or Tspot. If positive, a copy of the lab report or a clear chest x-ray completed within the last year. *This requirement will be a yearly renewal*.

f. *documentation of a flu shot administered during the <u>current</u> flu season. ***This requirement will not* be **due until October 1** to ensure administration of current vaccination and will be a yearly renewal.

g. documentation of current Health Insurance.

h. documentation annual eye exam.

**Additional student immunizations/certifications may be required prior to clinical site placements, which could also include COVID-19 vaccinations.

Certifications/Licensure

CPR Certification – Basic Life Support (BLS) Provider from American Heart Association (AHA) <u>OR</u> Basic Life Support (BLS) for Healthcare Providers from American Red Cross (ARC) <u>ONLY</u>

Background Check/Fingerprinting/Drug Screen:

Criminal Background Check

Drug screening, fingerprinting and additional background checks <u>may be</u> required (dependent on clinical site requirements)

Health Insurance:

Submit documentation of current Health Insurance.

Students will be required to stay current with the above requirements while in the program.



Dental Assisting (AAS degree)

Contact Information Chanel Malone, program coordinator AlliedHealthCareers@ndscs.edu 701-671-2367

Mayme Green Allied Health Center 213P

The duties of a Dental Assistant are among the most comprehensive and varied in the dental office. The Dental Assistant performs a wide range of tasks requiring both interpersonal and technical skills. Depending on each state's regulations, some specific tasks Dental Assistants may perform are:

Delivery Methods

Face to Face: Wahpeton

Online: Some Classes

►

- · assisting the dentist during a variety of procedures and direct patient care.
- helping patients feel comfortable before, during and after treatment.
- taking patient's medical history and vital signs.
- exposing and developing dental radiographs (X-rays).
- · teaching patients' appropriate oral hygiene strategies to maintain oral health.
- · taking impressions of patient's teeth for study models.
- · applying preventive agents such as fluoride or pit and fissure sealants.
- serving as an infection control officer, developing infection control protocol, and preparing and sterilizing instruments and equipment.
- performing office management tasks such as scheduling appointments, answering the telephone, billing, ordering and computer use.
- provide other expanded duties according to state regulations.

Career Opportunities

- solo and group dental practices.
- general or specialty practices such as oral and maxillofacial surgery, orthodontics, dentofacial orthopedics, endodontics, periodontics, prosthodontics, and pediatric dentistry; and
- · sales and marketing of dental products.

The Dental Assisting program includes curriculum content in general studies, biodental sciences, dental sciences, clinical sciences, and clinical practice. Students receive more than 300 hours of clinical experience in community and regional dental offices in addition to courses taken on campus. Students will be required to cover all expenses associated with affiliation and internship assignments. Criminal background checks will be required. A felony charge and/or conviction may affect participation in clinical experience(s), and therefore, program completion. If this issue applies, the student must meet with the department chair.

This program requires access to a personal laptop and printer, capable of completing the assignments/testing required by the program, with a current operating system and webcam/microphone. Tablets and Chromebooks are <u>not</u> compatible with online classes/testing.

Course Code Course Title Credits **DAST 105** Office Practice and Management **DAST 106** Pre-Clinic for the Dental Assistant 1 **DAST 110** Oral Anatomy for the Dental Assistant 2 **DAST 111** Introduction to Chairside Assisting 3 **DAST 115** Dental Radiology for the Dental Assistant 3 2 3 1 **DAST 120** Dental Assisting Expanded Function **DAST 132** Clinical Training I DAST 132L Clinical Training I: Clinic **DAST 133** Clinical Training II 5 3 2 1 DAST 142 Dental Materials for the Dental Assistant DAST 144 **Biodental Science** DAST 151L Simulation Lab I DAST 152L Simulation Lab II 1 FYE 101 Science of Success 1 **PSYC 111** Introduction to Psychology 3 2 3 Fundamentals of Public Speaking **COMM 110** Computer Literacy CIS 101 **NUTR 240** Principles of Nutrition (and Diet Therapy) Concepts of Anatomy and Physiology 3 **BIOL 115** BIOL 115L Concepts of Anatomy and Physiology Lab 1 or BIOL 220 Anatomy and Physiology I (3) BIOL 220L Anatomy and Physiology I Lab (1) Anatomy and Physiology II (3) and BIOL 221 Anatomy and Physiology II Lab (1) BIOL 221L College Composition I ENGL 110 3 English Elective (choose one) 3 **ENGL 120** College Composition II **Technical Communications ENGL 105 General Education Electives** 18 (To be chosen with advisor) **Total Required Credits for Associate** 68

The program adheres to the NDSCS Equal Opportunity Policy as stated in the *NDSCS Catalog*. Dental Assisting Program Competencies, Program Goals, and Essential Functions are available on the website at www.NDSCS.edu.

A certificate in Dental Assisting is also available. Please see separate fact sheet for additional information.

The Dental Assisting program is fully accredited by the Commission on Dental Accreditation of the American Dental Association, 211 East Chicago Ave, Chicago, IL 60611-2678.

Admission/Selection Requirements*

The following criteria must be complete by **April 1**st prior to entry into the Dental Assisting program. Applicants that apply after the April 1st deadline can complete the selection requirements and be placed on a waiting list. Late applicants may be selected based on points if openings become available until the first day of class fall semester.

- 1. Complete the NDSCS Admission process and submit an official high school transcript and all official college transcripts to Enrollment Services.
- Applicants without a United States high school transcript (four years) will be required to complete English language proficiency exam(s) and meet the benchmark score(s) prior continuing the selection process. Contact the program to schedule the assessments if this applies.
- 3. Complete the Supplemental Program Application for Dental Assisting.
- Submit an official transcript with a minimum of 12 college credits semester credits and a GPA of 2.0 or higher, **OR** a high school transcript with a minimum GPA 2.5 or higher will be used if no college courses.
- 5. Submit official ACT and/or placement testing results. Results must meet the criteria to enroll into English 110 the first semester of the program or have completed the course with a "C" or higher.
- Points are awarded for grades in high school biology, algebra and chemistry and college level anatomy. Additional points are awarded for grades in college level courses, concepts of anatomy, and anatomy and physiology.
- 7. Review career link and submit the Dental Assisting Career Review form.
- 8. Complete the selection assessment examination and meet the program benchmark score of **45**. The exam can be retaken once. Check with program for current assessment(s) required.
- 9. Review Essential Functions for Allied Dental Education Students and submit the signed Essential Functions Verification form.

Selection process details contact information and forms are located in the Dental Assisting Program Information and Selection Process Booklet available at www.NDSCS.edu/Dental (click on Program Selection Process) or contact the program at AlliedHealthCareers@ndscs.edu.

The program is a limited enrollment program. Applicant's will |be selected on a point system. Once program capacity is reached, an alternate list will be established based on points. It is recommended that applicants stay in close contact with the program as they complete their admission requirements.

Program Selection Requirements are subject to revision. Please check the department or program website under Program Admission Requirements for current information.

For accepted students, specific immunizations, criminal background checks, CPR certification (Basic Life Support (BLS) Provider by American Heart Association (AHA) <u>OR</u> Basic Life Support (BLS) for Healthcare Providers from American Red Cross (ARC) <u>ONLY</u>, and health insurance, are required by the program. Additional requirements could include but not limited to; drug screening/ finger printing, state background checks, and COVID-19 vaccinations dependent on clinical site-specific student prerequisites. *All requirements must remain current while in the program and will be at the students' expense.

Award

Upon successful completion of the required courses ("C" or higher), students will be awarded an Associate in Applied Science degree in Dental Assisting. Graduates will meet requirements to become registered within the state and eligible to take the Dental Assisting National Board. A criminal background check will be required, and a felony conviction may affect state licensure.

NORTH DAKOTA STATE COLLEGE OF SCIENCE

NDSCS.EDU

Dental Assisting (Certificate)

Mayme Green Allied Health Center 213P

Contact Information Chanel Malone, program coordinator AlliedHealthCareers@ndscs.edu

701-671-2367

Delivery Methods

Face to Face: Wahpeton **Online: Some Classes**

The duties of a Dental Assistant are among the most comprehensive and varied in the dental office. The Dental Assistant performs a wide range of tasks requiring both interpersonal and technical skills. Depending on each state's regulations, some specific tasks Dental Assistants

- may perform are: assisting the dentist during a variety of procedures and direct patient care.
- · helping patients feel comfortable before, during and after treatment.
- taking patient's medical history and taking vital signs.
- exposing and developing dental radiographs (X-rays).
- teaching patient's appropriate oral hygiene strategies to maintain oral health.
- taking impressions of patient's teeth for study models.
- applying preventive agents such as fluoride or pit and fissure sealants.
- serving as an infection control officer, developing infection control protocol, and preparing and sterilizing instruments and equipment.
- performing office management tasks such as scheduling appointments, answering the telephone, billing, ordering and computer use.
- provide other expanded duties according to state regulations.

Career Opportunities

- solo and group dental practices.
- general or specialty practices such as oral and maxillofacial surgery, orthodontics, dentofacial orthopedics, endodontics, periodontics, prosthodontics, and pediatric dentistry; and
- sales and marketing of dental products.

The Dental Assisting program includes curriculum content in general studies, biodental sciences, dental sciences, clinical sciences, and clinical practice. Students receive more than 300 hours of clinical experience in community and regional dental offices in addition to courses taken on campus. Students will be required to cover all expenses associated with affiliation and internship assignments.

Criminal background checks will be required. A felony charge and/or conviction may affect participation in clinical experience(s), and therefore, program completion. If this issue applies, the student must meet with the department chair.

This program requires access to a personal laptop and printer, capable of completing the assignments/testing required by the program, with a current operating system and webcam/microphone. Tablets and Chromebooks are not compatible with online classes/testing.

Admission/Selection Requirements*

The following criteria must be complete by April 1st prior to entry into the Dental Assisting program. Applicants that apply after the April 1st deadline can complete the selection requirements and be placed on a waiting list. Late applicants may be selected based on points if openings become available until the first day of class fall semester.

- Complete the NDSCS Admission process and submit an official high 1. school transcript and all official college transcripts to Enrollment Services.
- Applicants without a United States high school transcript (four years) will be 2. required to complete English language proficiency exam(s) and meet the benchmark score(s) prior to continuing the selection process. Contact the program to schedule the assessments if this applies.
- Complete the Supplemental Program Application for Dental Assisting. 3.
- Submit an official transcript with a minimum of 12 college credits semester 4. credits and a GPA of 2.0 or higher, OR a high school transcript with a minimum GPA 2.5 or higher will be used if no college courses.
- Submit official ACT and/or placement testing results. Results must meet the 5. criteria to enroll into English 110 the first semester of the program or have completed the course with a "C" or higher.
- Points are awarded for grades in high school biology, algebra and chemistry 6 and college level anatomy. Additional points are awarded for grades in college level courses, concepts of anatomy and anatomy and physiology.
- Review career link and submit the Dental Assisting Career Review form. 7.
- Complete the selection assessment examination and meet the program 8 benchmark score of 45. The exam can be retaken once. Check with program for current assessment(s) required.
- Review Essential Functions for Allied Dental Education Students and submit 9. the signed Essential Functions Verification form.

Selection process details, contact information and forms are located in the

Dental Assisting Program Information and Selection Process Booklet available at www.NDSCS.edu/Dental (click on Program Selection Process) or contact the program at AlliedHealthCareers@ndscs.edu.

Total Required Credits for Certificate

The program is a limited enrollment program. Applicants will be selected on a point system. Once program capacity is reached, an alternate list will be established based on points. It is recommended that applicants stay in close contact with the program as they complete their admission requirements.

Program Selection Requirements are subject to revision. Please check the department or program website under Program Admission Requirements for current information.

For accepted students, specific immunizations, criminal background checks, CPR certification (Basic Life Support (BLS) Provider by American Heart Association (AHA) OR Basic Life Support (BLS) for Healthcare Providers from American Red Cross (ARC) ONLY), and health insurance, are required by the program. Additional requirements could include but not limited to; drug screening/finger printing, state background checks, and COVID-19 vaccinations dependent on clinical site-specific student prerequisites. *All requirements must remain current while in the program and will be at the students' expense.

Award

Upon successful completion of the required courses ("C" or higher), students will be awarded a certificate in Dental Assisting. Graduates will meet requirements to become registered within the state and eligible to take the Dental Assisting National Board. A criminal background check will be required, and a felony conviction may affect state licensure.

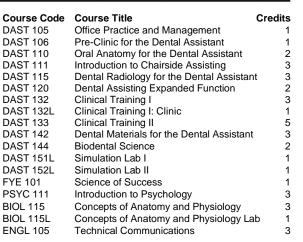
NORTH DAKOTA STATE COLLEGE OF SCIENCE

An Associate in Applied Science degree in Dental Assisting is
also available. Please see separate fact sheet for additional
information.

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The program adheres to the NDSCS Equal Opportunity Policy as stated in the NDSCS Catalog. Dental Assisting Program Competencies, Program Goals, and Essential Functions are available on the website at www.NDSCS.edu.

The Dental Assisting program is fully accredited by the Commission on Dental Accreditation of the American Dental Association, 211 East Chicago Ave, Chicago, IL 60611-2678.







Dental Assisting Dental Assisting (AAS) 2022-2023 Academic Year

Suggested Sequence of Study (Standard)

(Students fully admitted into the program)

Please Note: This is a suggested sequence of study. Course sequencing may be impacted by transfer credits, unsuccessful course completion, course offerings and various other factors. Please meet with your Academic Advisor to ensure correct course enrollment and sequencing each semester.

Developme	ental Credits Need	led:		
Reading	ASC 82	ASC 84		
Writing	ASC 86	ASC 87	ASC 88	
Math	ASC 90	ASC 91	ASC 92	ASC 93

Placement in Mathematics, Writing and English depends on placement from exam results.

If you are planning to transfer, please note: ENGL 105 DOES NOT transfer; take ENGL 120, 125 or COMM 110 for transfer credits. MATH transfer credits include MATH 103, MATH 104 or MATH 210, among others.

Subject/Catalog	Course Title	Credits	Comments:
BIOL 115	Concepts of Anatomy and Physiology	3	(or BIOL 220 AND BIOL 221) Full Semester
BIOL 115L	Concepts of Anatomy and Physiology Lab	1	(or BIOL 220L AND BIOL 221L) Full Semester
DAST 106	Pre-Clinic for the Dental Assistant	1	Full Semester
DAST 110	Oral Anatomy for the Dental Assistant	2	Full Semester
DAST 111	Introduction to Chairside Assisting	3	Full Semester
DAST 115	Dental Radiology for the Dental Assistant	3	Full Semester
DAST 142	Dental Materials for the Dental Assistant	3	Full Semester
DAST 151L	Dental Assisting Simulation Lab I	1	Full Semester
FYE 101	Science of Success	1	1st 8 weeks, 2nd 8 weeks or Full Semester

Total Credits:

SECOND SEMESTE	SECOND SEMESTER				
Subject/Catalog	Course Title	Credits	Comments:		
DAST 105	Office Practice and Management	1	Full Semester		
DAST 120	Dental Assisting Expanded Functions	2	1st 4 weeks		
DAST 132	Clinical Training I	3	Full Semester		
DAST 132L	Clinical Training I: Clinic	1	2nd 12 weeks		
DAST 144	Biodental Science	2	Full Semester		
DAST 152L	Dental Assisitng Simulation Lab II	1	Full Semester		
ENGL 110	College Composition I	3			
PSYC 111	Introduction to Psychology	3	Full Semester		
÷	Total Credits:	16	•		

	SUMMER SEMESTER			
	Subject/Catalog	Course Title	Credits	Comments:
	DAST 133	Clinical Training II	5	Full Semester
Total Credits: 5				

Total Credits:

ADDITIONAL GEN	ADDITIONAL GENERAL EDUACTION CREDITS - AAS DEGREE			
Subject/Catalog	Course Title	Credits	Comments:	
CIS 101	Computer Literacy	2	1st 8 weeks, 2nd 8 weeks or Full Semester	
COMM 110	Fundamentals of Public Speaking	3	Full Semester	
*Elective	English Elective	3	ENGL 120 or ENGL 105 (Full Semester)	
NUTR 240	Principles of Nutrition (and Diet Therapy)	3	Full Semester	
*Elective	General Education Elective	18	Electives to be chosen with advisor	
	Total Credits:	29		

TOTAL REQUIRED CREDITS FOR DEGREE: 68



Dental Assisting

Dental Assisting

(Certificate) 2022-2023 Academic Year

Suggested Sequence of Study (Standard)

(Students fully admitted into the program)

Please Note: This is a suggested sequence of study. Course sequencing may be impacted by transfer credits, unsuccessful course completion, course offerings and various other factors. Please meet with your Academic Advisor to ensure correct course enrollment and sequencing each semester.

Developmental Credits Needed:						
Reading	ASC 82	ASC 84				
Writing	ASC 86	ASC 87	ASC 88			
Math	ASC 90	ASC 91	ASC 92	ASC 93		

Placement in Mathematics, Writing and English depends on placement from exam results.

If you are planning to transfer, please note: ENGL 105 DOES NOT transfer; take ENGL 120, 125 or COMM 110 for transfer credits. MATH transfer credits include MATH 103, MATH 104 or MATH 210, among others.

FIRST SEMESTER				
Subject/Catalog Course Title		Credits	Comments:	
BIOL 115	Concepts of Anatomy and Physiology	3	Full Semester	
BIOL 115L	Concepts of Anatomy and Physiology Lab	1	Full Semester	
DAST 106	Pre-Clinic for the Dental Assistant	1	Full Semester	
DAST 110	Oral Anatomy for the Dental Assistant	2	Full Semester	
DAST 111	Introduction to Chairside Assisting	3	Full Semester	
DAST 115	Dental Radiology for the Dental Assistant	3	Full Semester	
DAST 142	Dental Materials for the Dental Assistant	3	Full Semester	
DAST 151L	Dental Assisting Simulation Lab I	1	Full Semester	
FYE 101	Science of Success	1	1st 8 weeks, 2nd 8 weeks or Full Semester	

Total Credits: 18

SECOND SEMESTER				
Subject/Catalog	Course Title	Credits	Comments:	
DAST 105	Office Practice and Management	1	Full Semester	
DAST 120	Dental Assisting Expanded Functions	2	1st 4 weeks	
DAST 132	Clinical Training I	3	Full Semester	
DAST 132L	Clinical Training I: Clinic	1	2nd 12 weeks	
DAST 144	Biodental Science	2	Full Semester	
DAST 152L	Dental Assisitng Simulation Lab II	1	Full Semester	
ENGL 110	College Composition I	3	Full Semester	
PSYC 111	Introduction to Psychology	3	Full Semester	

Total Credits: 16

SUMMER SEMESTER				
Subject/Catalog	Course Title	Credits	Comments:	
DAST 133	Clinical Training II	5	Full Semester	
-	Total Credits:	5	·	
TOTAL REQUIRED CREDITS FOR DEGREE: 39				

P.W. - March 2022



NDSCS HEALTH PROGRAMS

- Dental Assisting
- Dental Hygiene
- Emergency Medical Services (EMS)
 - Emergency Medical Technician (EMT)
 - Paramedic Technology
- Health Information Technician
- Medical Coding
- Nursing
 - Practical Nursing (AAS-LPN)
 - Registered Nursing (ASN-RN)
 - Registered Nursing (AAS-RN)

- Occupational Therapy Assistant
- Pharmacy Technician
- Liberal Arts Transfer
 - Chiropractic
 - Clinical Laboratory Science
 - Dental
 - Medical
 - Nursing
 - Optometry
 - Pharmacy
 - Social Work



NORTH DAKOTA STATE COLLEGE OF SCIENCE

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Equal Opportunity Policy NDSCS adheres to the NDSCS college equal opportunity policy as stated in the NDSCS Catalog.

The North Dakota State College of Science is accredited by The Higher Learning Commission, 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604, 800-621-7440.