

DENTAL ASSISTING

Program Information and Selection Process Booklet



Class of Fall 2020

» [NDSCS.edu/Dental](https://www.ndscs.edu/Dental)



Dental Assisting (AAS degree)

Contact Information

Chanel Malone, program coordinator
alliedhealthcareers@ndscs.edu
701-671-2367
Mayme Green Allied Health Center 213P

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 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 on-the-job training 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.

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

Total Required Credits for Associate 66

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 Requirements*

The following criteria must be complete by **March 15th** prior to entry into the Dental Assisting program. Applicants that apply after the March 1 deadline can complete the admission 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.
2. 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.
4. Satisfaction of the following: Minimum of 2.5 high school GPA; OR twelve college semester credits with a minimum GPA of 2.0.
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.
6. 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. Submit the Dental Assisting Observation Hours form with a minimum of 4 hours observation.
8. Complete the admission assessment examination and meet the program benchmark score of **45**. The exam can be retaken once.
9. Review Essential Functions for Allied Dental Education Students and submit the 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. 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 Admission Requirements are subject to revision. Please check the department or program website under Program Admission Requirements for current information.

For accepted students, specific immunizations, background checks, CPR certification (American Heart Association BLS Provider OR American Red Cross CPR/AED Professional Rescuer course ONLY), health insurance, and documentation of a current eye exam are student required and all must remain current while in the program. Additional prerequisites (e.g. drug screening/finger printing) may be required dependent on site-specific student prerequisites. All requirements 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.

Revised: April 2019

Dental Assisting (Certificate)

► Contact Information

Chanel Malone, program coordinator
 alliedhealthcareers@ndscs.edu
 701-671-2367
 Mayme Green Allied Health Center 213P

► Delivery Methods

Face to Face: Wahpeton
 Online: Some Classes

Course Code	Course Title	Credits
DAST 105	Office Practice and Management	1
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
DAST 120	Dental Assisting Expanded Function	2
DAST 132	Clinical Training I	3
DAST 132L	Clinical Training I: Clinic	1
DAST 133	Clinical Training II	5
DAST 142	Dental Materials for the Dental Assistant	3
DAST 144	Biodental Science	2
FYE 101	Science of Success	1
PSYC 111	Introduction to Psychology	3
BIOL 115	Concepts of Anatomy and Physiology	3
BIOL 115L	Concepts of Anatomy and Physiology Lab	1
ENGL 105	Technical Communications	3

Total Required Credits for Certificate **37**

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

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.

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 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 on-the-job training 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.

Admission Requirements*

The following criteria must be complete by **March 15th** prior to entry into the Dental Assisting program. Applicants that apply after the March 1 deadline can complete the admission 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.
2. 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 to continuing the selection process. Contact the program to schedule the assessments if this applies.
3. Complete the Supplemental Program Application for Dental Assisting.
4. Satisfaction of the following: Minimum of 2.5 high school GPA; OR twelve college semester credits with a minimum GPA of 2.0.
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.
6. 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. Submit the Dental Assisting Observation Hours form with a minimum of 4 hours observation.
8. Complete the admission assessment examination and meet the program benchmark score of **45**. The exam can be retaken once.
9. Review Essential Functions for Allied Dental Education Students and submit the 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. 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 Admission Requirements are subject to revision. Please check the department or program website under Program Admission Requirements for current information.

For accepted students, specific immunizations, background checks, CPR certification (American Heart Association BLS Provider **OR** American Red Cross CPR/AED Professional Rescuer course **ONLY**), health insurance and documentation of a current eye exam are required and must remain current while in the program. Additional prerequisites (e.g. drug screening/finger printing) may be required dependent on site-specific student prerequisites. All requirements 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.

Revised: April 2019



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 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 **March 15, 2020** for selection to the **Fall 2020** class. The selection committee will then send letters to all applicants informing them of their status via email. *Summarized below is the **criterion** for selection to the program.*

1. Complete the NDSCS Application for Admission, Re-application or Change of Program. forms available at www.ndscs.edu/apply
2. 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 to continuing the selection process. Contact the program to schedule the assessments if this applies.
3. Complete the Supplemental Application for Dental Assisting.
4. Satisfaction of the following: minimum of 2.5 high school GPA OR twelve college semester credits with a minimum GPA of 2.0.
5. Submit official ACT and/or placement testing results. Results must meet the criteria to enroll in English 110 the first semester of the program or have completed the course with a "C" or higher.
6. Points are awarded for final 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. Submit the Dental Assisting Observation Hours form with a minimum of 4 hours observation.
8. Complete a Basic Entrance Test and meet the program benchmark score to apply is **45**. The exam can be retaken once.
9. Review Essential Functions for Allied Dental Education Students, sign and submit the Essential Functions Verification Form.

Applicants with English as a second language will be required to complete an English language proficiency exam and meet the benchmark score. Contact the program to schedule the assessment if this applies at alliedhealthcareers@ndscs.edu

Applicants must ensure that all requirements outlined above are complete and on file with the Dental Assisting Program by March 15th. After that date, incomplete files will be disqualified from the selection process. If you also wish to apply for the Dental Hygiene Program, you must notify the Dental Hygiene Program by their deadline date. Contact information is below.

It is highly recommended that applicants contact us to assure that all requirements have been received by the program. To schedule testing, submit selection criteria and check on file completion, call 1-800-342-4325 ext. 32967, or 701-671-2967, or email us at sonja.fenske@ndscs.edu If you have any other questions or concerns, please feel free to contact us.

Sincerely,

A handwritten signature in cursive script that reads "Rhonda Edwardson".

Rhonda Edwardson
Department Chair | Allied Dental Education Department

Selection Process Checklist

The Dental Assisting Program is a limited enrollment program and has specific selection criteria required for acceptance into 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 does not constitute acceptance into the Dental Assisting Program. Applicants are required to submit specific program requirements by the selection deadline of **March 15th**.

A scheduled visit to the college and meeting with the Dental Assisting Program Coordinator is encouraged. It is also highly recommended that the applicant checks with the program to ensure that all selection requirements have been received prior to the deadline date. In-complete files will not be considered for acceptance.

The program adheres to the NDSCS Non-discrimination Statement and Equal Opportunity Policy as stated in the NDSCS College Catalog.

All applicants will receive notification of acceptance, alternate status or non-acceptance within two to three 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 apply after the March 15th deadline (*NDSCS Application is dated after March 15th*), can complete the selection process and be placed on a waiting list. A late applicant will not be part of the first round of selection. Selection could occur, if all alternates have been selected, based on points, up to the first day of classes.

Program Admission Requirements are subject to revision. Please check with the program for current information.

Overview

Applicants will be admitted to the program following a point-based selection process. The following criteria must be met by **March 15th** to be considered for selection to the program. *Applicants that *apply after the deadline* can complete the admission requirements and be placed on the alternate list. Alternates will be selected, based on points, if openings become available until the first day of class fall semester.

Steps for Selection

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

New Student/Transfer Student	Current Student or Continuing	Returning Student
Application	Change of Program	Re-Application
Forms can be found at www.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 Enrollment Services office.
College Transcript(s)
College transcripts must be * <u>official</u> and submitted to the NDSCS Enrollment Services office. If the applicant is currently completing college courses, an official transcript must be submitted after semester completion. <i>Information About Transcripts</i> can be obtained by emailing ndscs.studentrecords@ndscs.edu
Additional selection points will be awarded for grades in college level courses; concepts of anatomy and physiology, anatomy and physiology, and introduction to microbiology.
If the applicant is currently attending college, and courses required in the program are in progress Spring Semester, the <i>Documentation of In-progress Grades</i> form for must be submitted to the Dental Assisting Program.

***Official transcripts are complete records of your educational background and must be sent to Enrollment Services 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 you.**

2. 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 to the continuing selection process. Contact the program to schedule the assessments if this applies. *Detailed information about this process is in the back of this booklet.*

3. Complete the Supplemental Program Application for the Dental Assisting Program.

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

4. 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 Enrollment Services

5. Submit (to Enrollment Services) an 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.

6. Points are awarded for grades in high school biology, algebra and chemistry and college level anatomy. Additional points are awarded for grades in the following college level courses:

Courses	Final or Midterm Grades
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 1 BIOL 221 Anatomy and Physiology BIOL 221L Anatomy and Physiology Lab 1	<i>Submit a transcript reflecting a final grade, or if the courses are in progress at the time of selection, submit the Documentation of In-progress Grades form to the Dental Assisting Program by March 15th.</i> <i>Form at the back of this packet.</i>

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

7. Submit the Dental Assisting Observation Hours form with a minimum of 4 hours observation.

<p>Applicants are required to observe a dental assistant in practice for four hours. This observation should assist the applicant in knowing that their choice of career is appropriate for them. A call to the dental office should be made to schedule an observation visit prior to the date. Meeting the four-hour requirement may take more than one visit. Professional behavior and dress is an expectation. The form should be sent via email, fax or mail from the dental office that the observation visit was completed. The <i>Dental Assisting Observation Hours Form</i> is at the back of this packet.</p>
<p>Fax – 701-671-3410; Email – sonja.fenske@ndscs.edu; Mail - NDSCS, Dental Assisting Program Selection Process, 800 6th Street North, Wahpeton, ND 58076-0002</p>

8. Complete the admission assessment examination and meet the program benchmark score. The exam can be retaken once.

Current Assessment: Test of Essential Academic Skills for Allied Health (TEAS)

The TEAS was developed to measure basic essential skills in the academic content domains of Reading, Mathematics, Science and English and Language Usage. These entry level skills are important for success in the Dental Assisting Program. The TEAS is a 170 question, multi-choice assessment and the allotted testing time is 209 minutes. A benchmark score of **45** is required to apply. One retake is allowed. For more information about this exam, visit www.atitesting.com The cost of the test is \$65.00 payable by credit card the day of testing. To schedule the test email trese.saar@ndscs.edu

7. Review the Essential Functions for Allied Dental Education Students (below) to assure your ability to perform as a Dental Assisting student and complete the Essential Functions Verification form. If you cannot meet an essential function, with or with accommodations, please schedule an appointment with the Allied Dental Education Department Chair before completing the application process by calling 701-671-2334 or emailing rhonda.edwardson@ndscs.edu *Form at the back of this booklet.*

Essential Functions for Allied Dental Education 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 light objects up to 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, skin
Feel differences in surface characteristics (e.g. oral tissues)
Feel differences in sizes, shapes (e.g. palpate, perform assessment)

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. thermometer)
Read Measurement marks (e.g. probes)
Add, subtract, multiply, divide
Use a calculator
Write numbers in records
Maintain client /patient records

Additional Requirements (Upon Acceptance)

Applicants that are **selected** to the class must have documentation of the following immunizations/verifications by **August 15th** (***unless specified*). Students will receive more detailed information on how to upload these documents into the clearing house utilized by the program prior to classes starting fall semester. All requirements are at the students' expense.

Health Record Requirements:
a. documented evidence of Measles, Mumps, Rubella vaccination or Rubella positive titer. b. documentation of three Hepatitis B immunizations, positive titer or a waiver. c. documentation of Varicella (Chicken Pox) vaccinations or documented of positive titer. d. documentation of Tdap (Tetanus, Diphtheria & Pertussis) vaccination within the last ten years. e. documentation of a two-step TB Skin Test (Mantoux), QuantiFERON Gold blood test. 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. <i>**This requirement will not be due until October 1 to ensure administration of current vaccination and will be a yearly renewal.</i>
Certifications:
CPR Certification – American Heart Association BLS Provider or American Red Cross CPR/AED Professional Rescuer course ONLY .
Background Check:
Federal Background Check Finger printing and/or a drug screen may be required dependent on clinical site requirements.
Eye Exam:
Students must submit a copy of a recent eye exam (within last 12 months). This will be a yearly renewal while in the program.
Health Insurance:
Submit documentation of current Health Insurance.

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

In May, accepted applicants will receive an email detailing program information pertaining to scrubs and instruments that are purchased by students the first month of school.



Frequently Asked Questions

When is the deadline to apply?

March 15th.

How do I apply?

Go to: www.ndscs.edu/apply

Complete the NDSACS Admission Procedures if you have not attended NDSACS or complete a re-application form if you have previously attended or are a past graduate of NDSACS, and all NDSACS admission requirements.

Once you have completed the NDSACS Application for Admission, complete the Supplemental Program Application for Dental Assisting located at www.ndscs.edu/dental and click on Program Selection Process.

A visit to campus and the program is highly recommended.

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 NDSACS Application for Admission and contact the program to ensure your application is part of both programs' selection processes. Observation hours would need to be completed for both programs.

What admission requirements do I send to Enrollment Services?

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

What items do I send to the Dental Assisting Program?

- Verification of 4 hours observation of a dental assistant. Note: professional attire is expected during your observation at the dental office – no jeans, t-shirts or jewelry. Request that the dental office submit the *Dental Assisting Observation Hours* form by email to sonja.fenske@ndscs.edu or fax to: 701-671-3410. ***Selection points will not be awarded for hours submitted by the applicant; hours must be submitted by the dental office.***

- *If you are also applying to the Dental Hygiene program, observation hours must also be completed and submitted for observing a Dental Hygienist.
- Documentation of In-progress Grades form (for applicable courses that are in-progress spring semester).
 - Self-Reporting Course Completion/Grade Reporting form.
 - 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)

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. To schedule a date to take the ATI TEAS, please email trese.saar@ndscs.edu (preferred) or call 701-671-2984.

The test must be taken by **March 15th**. 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. Schedule assessment early to allow time for a retake if needed.

If an applicant wishes to complete the TEAS at a different testing site other than NDSCS, please contact ATI to inquire about the closest official ATI testing site. Official results must be sent by ATI to the program to meet the selection test requirement. Copies will not be accepted. Also, contact the program to inform them as to where you will be completing the test and the date.

Previous TEAS test results can be utilized if it is the same version that is being given for the current selection process. 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.

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

Yes, you can visit the website www.atitesting.com and click on ATI Store for a practice exam. There is also a study book available on the Wahpeton Campus (on reserve at the Mildred Johnson Library) and Fargo NDSCS location (check with front desk). This book can be reviewed at these two locations but cannot be checked out. There is also a study preparation course available from ATI called TEAS Smart Prep. For more information, visit www.atitesting.info

How do I submit my current grades to the program?

You will submit your Documentation of In-progress Grades form included in this booklet. The program will contact the instructors you have indicated to obtain your current grade to award selection points. Points **WILL NOT** be awarded for grades submitted by the applicant.

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

- Contact Enrollment Services to ensure college requirements are submitted at ndscs.admissions@ndscs.edu or phone 701-671-2203.
- Contact the Dental Assisting program to ensure all program requirements are submitted by emailing sonja.fenske@ndscs.edu or calling 701-671-2967.

All applicants will receive an email informing them of their status in the program by the end of March.

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 15th** for selected students. This deposit is not an extra charge and will be applied toward your fall semester tuition.

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.

Some students 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 much will it cost to complete the Dental Assisting program at NDSCS?

Visit the website at www.ndscs.edu/paying-for-college for current tuition/fees information. There is also information pertaining to scholarships, grants and loans. For a detailed list of program specific expenses, please contact the program at alliedhealthcareers@ndscs.edu

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 www.ndscs.edu/academics (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 that 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 and blood-borne pathogens are available upon request. Please email: alliedhealthcareers@ndscs.edu for more information.

Quick Resources		
Application to NDSCS	www.ndscs.edu/apply	800-342-4325 ext. 32225 or 701-671-2225
Schedule a Campus Visit	www.ndscs.edu/tour	800-342-4325 ext. 32521 or 701-671-2521
Transcripts/Transfer Credits	ndscs.studentrecords@ndscs.edu	800-342-4325 ext. 32521 701-671-2521
Financial Aid	ndscs.fin.aid@ndscs.edu www.ndscs.edu/paying-for-college	800-342-4325 ext. 2207 701-671-2207
Program Selection Process	sonja.fenske@ndscs.edu	800-342-4325 ext. 32984 701-671-2984
Schedule TEAS Assessment	trese.saar@ndscs.edu	800-342-4325 ext. 32984 701-671-2984
Information about Career/Program	brittany.summerville@ndscs.edu	800-342-4325 ext. 32333 701-671-2333
Program Advisement	chanel.malone@ndscs.edu	800-342-4325 ext. 32367 701-671-2367

Allied Health Applicant English Language Learners (ELL) Placement

English proficiency is required for success as a student in an NDSCS Allied Health Program, and also as an employee in the healthcare field.

Applicants that have not completed **4 years of U.S. high school**, must take the English language proficiency exam(s) (listed below) and **achieve the benchmark score(s)** to apply to this program.

MELAB (includes Grammar, Reading/Comprehension, Vocabulary and Writing)

CaMLA (includes Pronunciation Assessment)

If applicant achieves the benchmark score (in all categories), the selection process to the program can continue. If the benchmark is not achieved (in any category), the applicant cannot continue the selection process. It is then recommended that the applicant complete the ELL Program of Study and retest to meet the benchmark scores. If the scores are met, the applicant can apply for the next available selection process to the program.

To schedule the English language proficiency exam (MELAB and CaMLA) contact:

Carol Bishop, Coordinator
 Intensive English Language Program
 North Dakota State University, Fargo, ND
 701-231-8850
carol.bishop@ndsu.edu

Cost: \$7.00

Request test results be sent to: alliedhealthcareers@ndscs.edu

MELAB Benchmark Scores		
Michigan Score	Writing Score	Placement
Below 80	Below 85	Recommend completion of ELL Program of Study and retest to continue selection process
80+	85+	Applicant can continue selection process to Allied Health Program
CaMLA Scores (Pronunciation Test)		
14 or Below		Recommend completion of specific courses and retest to meet benchmark score to proceed with selection process
15 or Above		Applicant can continue selection process to Allied Health Program (co-requisite courses may be recommended dependent on score)



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.



Applicant Checklist

Applicant _____

Use the checklist below to track your application requirements and the date you submitted them to assure file completion by the deadline date of **March 15th**. Always check with the program to ensure receipt of each item as incomplete files will NOT be considered for selection.

This checklist is for the applicants use only and does not need to be submitted as part of the selection process.

Application Requirement	Date Submitted
*Application for Admission	
*Official or In-Progress High School Transcript	
* Official ACT or Placement Testing Results	
*Official College Transcript(s) (if applies)	
** Observation of Dental Assistant form	
** Self-Reporting Course Completion/Grading Reporting form	
** Documentation of In-progress Grades form for Spring Semester	
** ATI TEAS Test Results	
** Essential Functions Verification form	
** ESL (English as Second Language) test results (if applies)	

- * Submit to NDSCS Enrollment Services Office
- ** Submit to NDSCS Dental Assisting Program

***NDSCS Enrollment Services Office**
800 6th Street North | Wahpeton, ND 58076
ndscs.admissions@ndscs.edu
 701-671-2203 | fax 701-671-2201

****NDSCS Dental Assisting Program**
Selection Process | 800 6th Street North | Wahpeton, ND 58076
sonja.fenske@ndscs.edu
 701-671-2967 | fax 701-671-3410

Scheduling and Taking Your Assessment Examination (Dental Assisting)

The program you are applying to requires an admission assessment examination. The assessment utilized in this selection process is the Test of Essential Academic Skills (TEAS) by Assessment Technologies Institute (ATI).

Schedule Assessment

Email: trese.saar@ndscs.edu for testing dates/times and to schedule a testing date **PRIOR** to the selection deadline for the program you are applying to.

Testing Location: North Dakota State College of Science
Allied Health Center (GAHC)– 213A
800 6th Street North | Wahpeton, ND 58076

When scheduling your assessment keep in mind, only one retake is allowed per selection process, so it is highly recommended to schedule your assessment date well in advance of the application deadline to allow time to for a retake, if needed.

Create an Account

Once you have scheduled your assessment date, you will receive emailed directions for creating an account with ATI. Your account will need to be created **PRIOR** to your testing date. Bring your login and password with you the day of testing.

If you already have a previous ATI account established, **do not** create another one.

Day of Testing

Arrive 30 minutes prior to start time. Once testing has begun, late arrivals **will not** be allowed to test and will have to reschedule the assessment.

The examinee should have an ID which is government-issued with a current photograph and examinee's signature and permanent address. If the name and photograph does not match, the examinee **will not** be allowed to test.

Each tester will also sign the testing roster with their legal name and email address.

Test is payable via credit card by the applicant the day of testing. The cost of the assessment is \$65.00.

Personal belongings will not be allowed at the testing station. Backpack, purses, cell phones, etc. will need to be checked in prior to testing.

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

Food or drinks are not allowed in the testing room.

A pencil and two pieces of paper will be distributed to each tester prior to the exam. The pencil and **both** pieces of paper must be turned in at the end of testing for the examinee to receive their score.

If you have already completed a TEAS Assessment and wish to use the score for this selection process, an official transcript must be ordered and sent to the program via ATI. Go to www.atitesting.com to order an official transcript. *If you completed this assessment at NDSCS for a different selection process, an official transcript does not need to be ordered. Contact the program to have the assessment moved into this selection process.



Self-Reporting Course Completion/Grade Reporting Form

Applicant _____

General Education Courses

Course Prefix	Course Title	Credits	College	Completed (indicate final grade)	In-Progress (indicate IP)	Verified (Office Use Only)
BIOL 115	<input type="checkbox"/> Human Structure and Function	3				
BIOL 115L	<input type="checkbox"/> Human Structure and Function Lab	1				
	<u>OR</u>					
BIOL 220	<input type="checkbox"/> Anatomy and Physiology I	3				
BIOL 220L	<input type="checkbox"/> Anatomy and Physiology I Lab	1				
	<u>AND</u>					
BIOL 221	<input type="checkbox"/> Anatomy and Physiology II	3				
BIOL 221L	<input type="checkbox"/> Anatomy and Physiology II Lab	1				
CIS 101	Computer Literacy	2				
COMM 110	Fundamentals Public Speaking	3				
ENGL 110	College Composition I	3				
ENGL 120	<input type="checkbox"/> College Composition II <u>OR</u>	3				
ENGL 105	<input type="checkbox"/> Technical Communications					
MICR 202	Introduction Microbiology	3				
MICR 202L	Introduction Microbiology Lab	1				
NUTR 240	Principles of Nutrition	3				
PSYC 111	Introduction to Psychology	3				
	General Education Electives	14				
	List:					

If any of the above courses have been completed as a transfer course or dual credit and have a different course prefix/course title, please list below:

Course Prefix	Course Title	Credits	College	**NDSCS Equivalent Course Prefix	Completed (indicate final grade)	In-Progress (indicate IP)	Verified (Office Use Only)

**** Check to ensure the course transfers into NDSCS, and substitutes for a required course, access the Transfer Equivalency Site at: www.ndscs.edu/become-a-wildcat/identify-my-unique-needs/transfer-to-ndscs/**

Submit this completed form as part of your selection process requirements:

Email: alliedhealthcareers@ndscs.edu or fax: 701-671-3415



Dental Assisting Observation Hours

The application process to the North Dakota State College of Science Dental Assisting Program, requires applicants to observe a Dental Assistant for 4 hours of practice in a general dentistry office.

Please verify below that _____
(Applicant)

has observed a dental assistant in your office for the 4-hour requirement.

(Dentist/Office)

(Address)

(City, State)

(Signature of Dentist or Dental Assistant)

Please email or fax this observation form **from** the dental office to:

Email: sonja.fenske@ndscs.edu

Fax: 701-671-3410

Thank you for providing this experience for the applicants to our program.

(Applicant: Please schedule this observation well in advance with the dental office. Dress professionally, no jeans, t-shirts or jewelry)

This form must be submitted by the dental office for the student to receive admission points by *March 15th*.



Dental Assisting Selection Process
Documentation of In-progress Grades
PLEASE PRINT NEATLY!

Student _____ **ID#** _____

Email _____ **Date** _____

The Dental Assisting Program awards points for in-progress courses as part of the selection process. Please verify the class and instructor contact information if you are completing any general education course(s) required in the program of study spring semester. Instructor(s) will be contacted after the **March 15th** selection process deadline to obtain your current grade in the course(s). Email this completed form to sonja.fenske@ndscs.edu Email this address if additional forms are needed.

Class _____ **College** _____

Instructor Name _____

Email _____ **Phone Number** _____

Class _____ **College** _____

Instructor Name _____

Email _____ **Phone Number** _____

Class _____ **College** _____

Instructor Name _____

Email _____ **Phone Number** _____

Class _____ **College** _____

Instructor Name _____

Email _____ **Phone Number** _____



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 are 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.

Program Applying to _____

Print Name _____

Signature _____

Date _____ Email _____

Please verify:

English is my first language

English is not my first language

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



NDSCS HEALTH PROGRAMS

- Dental Assisting
- Dental Hygiene
- Health Information Technician
- Medical Coding
- Nursing
 - Practical Nursing (AAS)
 - Registered Nursing (ASN & AAS)
- Occupational Therapy Assistant
- Emergency Medical Services (EMS)
 - Emergency Medical Technician (EMT)
 - Paramedic Technology
- Pharmacy Technician
- Liberal Arts Transfer
 - Nursing
 - Pharmacy
 - Social Work



North Dakota State College of Science

WHPETON | FARGO | ONLINE

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.