

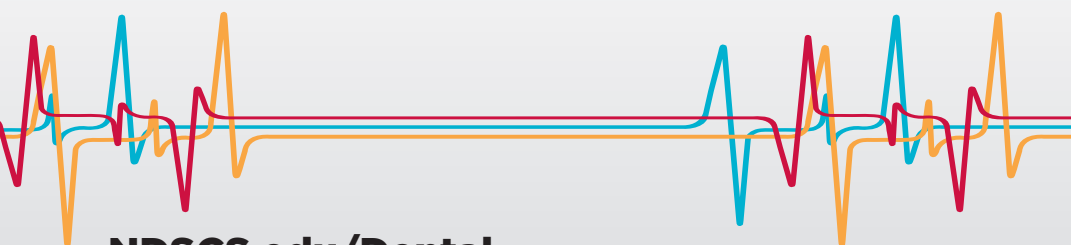


DENTAL HYGIENE

Program Information and Selection Process Booklet



FALL 2021



NDSCS.edu/Dental

NDSCS
THE SCIENCE OF SUCCESS.
North Dakota State College of Science

INTRODUCTION

Dear Dental Hygiene Applicant:

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

The Dental Hygiene 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 1, 2021** for selection to the Fall 2021 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 Hygiene program by **March 1**. After that date, incomplete files will be disqualified from the selection process. If you also wish to apply for the Dental Assisting program, you must notify the Dental Assisting program prior to the deadline date and submit all the requirements.

To submit selection criteria and check on file completion, call 1-800-342-4325 ext. 32967 (701-671-2967) or email the Selection Process Assistant for Dental Hygiene at sonja.fenske@ndscs.edu

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

Sincerely,



Rhonda Edwardson
Department Chair | Allied Dental Education Department

PROGRAM SELECTION DETAILS

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

Program Selection Details

Steps for Selection

English Language Learner's (ELL) Placement Requirements

Scheduling and Taking Admissions Assessment Examination

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 Hygiene Program is a limited enrollment program that 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 to the college does not constitute acceptance into the Dental Hygiene Program.

A scheduled visit to the college and meeting with a Dental Hygiene 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 will not be considered for selection.

The deadline for submission of all selection criteria for this program is **March 1**. All applicants will receive notification of the 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 apply after the March 1st deadline (*NDSCS Application is dated after March 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 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 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. <i>Information about transfer of courses</i> can be obtained by emailing ndscs.studentrecords@ndscs.edu or www.ndscs.edu/tes If the applicant is currently attending college, and if any courses required in the program are in progress Spring Semester (see #7), inform the Selection Process Assistant for Dental Hygiene.

***Official transcripts are complete records of your educational background and must be sent to the NDSCS Office of Admission 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. Complete the **Supplemental Program Application** for Dental Hygiene.

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

7. Complete pre-requisite courses by **January 1 and **May 15**:**

*Completed Prior to January 1	*Completed Prior to May 15
CHEM 115 Introductory Chemistry CHEM 115L Introductory Chemistry Lab BIOL 220 Anatomy and Physiology BIOL 220L Anatomy and Physiology Lab ENGL 110 College Composition All courses must be completed with a "C" or higher.	BIOL 221 Anatomy and Physiology BIOL 221L Anatomy and Physiology Lab I <i>If the above courses are in progress at the time of selection, submit Documentation of In-progress Grades to the Dental Hygiene Program by March 1. Form at the back of this packet.</i> All courses must be completed with a "C" or higher. <i>Beginning with the Fall 2022 Selection Process; CHEM 116 and CHEM 116L will be a prerequisite to the program.</i>

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 office that reflects final grades.

****Form included in this booklet.***

8. Additional points will also be awarded for:

Additional admission points will be awarded for completion or in-progress grades for the following courses:
*CHEM 116 Introduction to Organic and Biochemistry/CHEM 116L Introduction to Organic and Biochemistry Lab (<i>CHEM 116/116L will be a prerequisite for the Fall 2022 selection process</i>) *MATH 210 Elementary Statistics. If these courses are in progress Spring Semester, inform the Selection Process Assistant for Dental Hygiene.

****Form included in this booklet.***

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, prior to continuing the selection process.

****Form included in this booklet.***

NDSCS ALLIED HEALTH ENGLISH LANGUAGE LEARNERS (ELL) PLACEMENT REQUIREMENTS

English proficiency is required for success as a student in the NDSCS Allied Health Programs, and 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 exams (listed below) and **achieve the benchmark score(s)** to apply to these programs.

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

CaMLA (includes Pronunciation Assessment)

MELAB Benchmark Scores		
Michigan Score (MELAB)	Writing (Essay) Score	Applicant Status
Average Score (of both) 79 or below		Recommend completion of specific courses (ELL Program of Study) <i>Exams can be retaken once</i>
Average Score (of both) 80 or higher		Applicant can continue selection process to the program
CaMLA Scores (Pronunciation Test)		
14 or Below		Recommend completion of specific courses (ELL Program of Study) <i>Exam can be retaken once</i>
15 - Above		Applicant can continue selection process to the program

If the applicant has a GED and was not born in the United States, the MELAB/CaMLA will need to be taken and benchmarks met.

To schedule the English language proficiency assessments contact:

MELAB:

Carol Bishop, Coordinator
Intensive English Language Program
North Dakota State University (NDSU)
carol.bishop@ndsu.edu

Cost: \$7.00

CaMLA:

Cindy Lee Deuser
Academic Services Center
North Dakota State College of Science
cindy.deuser@ndscs.edu

Cost: No Charge

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

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)** 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 four-option 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	53	36	53	28
Time Limit (Minutes)	64 minutes	54 minutes	64 minutes	28 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

STEPS FOR SCHEDULING TEAS:

Schedule Assessment

Complete the NDSCS College Application process to an Allied Health program. Testers must have a current NDSCS application on file to schedule a TEAS test at this site. **If you need to take a TEAS for a college selection process other than NDSCS, visit www.atitesting.com to find a testing site in your area.

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.

The exam allows three hours for completion. Results are available immediately after testing.

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 and will also receive a paper copy of your results. Staff will review your score, discuss possible retakes and review your selection file with you. If you wish to meet with a program advisor that day, please schedule the appointment prior to your testing day.

Retakes

One retake 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 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 the current selection process.

Version of TEAS Assessment

The current version of the test is **ATI TEAS Test (Version 6)**. If you have a previous TEAS test and it is not this version, you will need to retake the assessment. Please check with the program.

How does clinical practice work?

Most clinical hours are completed in the NDSCS Dental Clinic, with patients making appointments through the clinic assistant. At various times during the program, students will recruit their own patients. Rotations will also be completed at various off-site locations which students will need to provide their own transportation to. Board patients are also recruited by students.

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

QUICK RESOURCES

Quick Resources		
Application to NDSCS	Website: www.ndscs.edu/apply	800-342-4325 ext. 32225 or 701-671-2225
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: www.ndscs.edu/tes	800-342-4325 ext. 32521 701-671-2521
Financial Aid	Email: ndscs.fin.aid@ndscs.edu Website: www.ndscs.edu/paying-for-college	800-342-4325 ext. 2207 701-671-2207
Program Selection Process	Email: sonja.fenske@ndscs.edu	800-342-4325 ext. 32967 701-671-2967
Schedule TEAS Assessment	Email: alliedhealthcareers@ndscs.edu	800-342-4325 ext. 32984 701-671-2984
Information about Program/Career	Email: melissa.e.frank@ndscs.edu	800-342-4325 ext. 32333 701-671-2333
Program Advisement	Email: rhonda.edwardson@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. This form does not need to be submitted.

College Requirements - NDSCS Office of Admission:

- | | |
|---|--|
| <input type="checkbox"/> Submit NDSCS Application for Admission | |
| Date Submitted _____ | <input type="checkbox"/> Received acceptance letter to NDSCS |
| <input type="checkbox"/> Submit Official High School Transcript | Date Submitted _____ |
| <input type="checkbox"/> Submit Official College Transcript(s) | Date Submitted _____ |
| <input type="checkbox"/> Submit Official ACT Scores <u>or</u> | Date Submitted _____ |
| Complete Placement Testing | Date Completed _____ |

Program Requirements – Dental Hygiene:

- | | |
|---|---------------------------|
| <input type="checkbox"/> Submit Supplemental Application to Program | Date Completed _____ |
| <input type="checkbox"/> Schedule Assessment Examination | |
| Date/Time _____ | Score _____ |
| <input type="checkbox"/> Schedule ELL Placement Assessments (<i>if applies</i>) | |
| MELAB - Date/Time _____ | Score _____ |
| CaMLA - Date/Time _____ | Score _____ |
| <input type="checkbox"/> Complete Observation Hours | |
| Date Completed _____ | Date Form Submitted _____ |
| <input type="checkbox"/> Submit Self-Reporting Course Completion/Grade Reporting Form | |
| Date Submitted _____ | |
| <input type="checkbox"/> Submit Essential Functions Verification | Date Submitted _____ |

REQUIRED FORMS – SUBMIT BY DEADLINE – MARCH 1

Dental Hygiene Observation Hours

The application process to the North Dakota State College of Science Dental Hygiene Program requires applicants to observe a Dental Hygienist for **4 hours** of practice in a dental office.

Please verify below that _____
(Applicant)

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

(Dentist/Office)

(Address)

(City, State)

(Signature of Dentist or Dental Hygienist)

Please email or fax this form by **March 1** | Form **must be submitted by the dental office to earn selection points** | **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)

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.

Submit by **March 1st**

Program Applying to _____

Print Name _____

Signature _____

Date _____ Email _____

Please verify:

☐ English is my first language ☐ English is not my first language (refer to ELL Policy)

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

Submit the form by emailing alliedhealthcareers@ndscs.edu or faxing 701-671-3403

MICR 202L	Introduction Microbiology Lab	1			
NUTR 240	Principles of Nutrition	3			
PSYC 111	Introduction to Psychology	3			
SOC 110	Introduction to Sociology	3			

*These courses will earn bonus admission points if completed by March 1.

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

ADDITIONAL PROGRAM INFORMATION

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

Dental Hygiene Program Competencies

Essential Functions for Allied Dental Students

Additional Program Requirements for Selected Students

Dental Hygiene Program Fact Sheet

Dental Hygiene 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 Hygiene Program Competencies

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

1. Collect, organize, record and analyze patient data for a diverse population of patients.
2. Discuss and plan dental hygiene services in an effective and efficient manner.
3. Demonstrate adequate preventive and therapeutic procedures for the promotion of oral health
4. Integrate critical thinking in the evaluation of care provided and use evaluation results to modify treatment as necessary.
5. Promote optimum oral health through individualized education.
6. Promote optimum oral health through community involvement activities.
7. Apply self-assessment principles.
8. Evaluate scientific information and apply their knowledge and skills in the promotion of oral health.
9. Manage the ethical and professional responsibilities of the dental hygiene profession and comply with state and federal regulations governing the practice of dentistry and dental hygiene.

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, 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. 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/VERIFICATIONS

Documentation (compliance check) of the following immunizations/verifications will be due by **August 1st** (***unless specified*). Students will not 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:
<ul style="list-style-type: none">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 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. <i>**This requirement will not be due until October 1 to ensure administration of current vaccination and will be a yearly renewal.</i>g. documentation of current Health Insurance.
Certifications/Licensure
CPR Certification – American Heart Association BLS Provider <u>or</u> BLS for Healthcare Provider American Red Cross <u>ONLY</u>
Background Check/Fingerprinting/Drug Screen:
Criminal Background Check will be required 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.

Additional requirements may be requested by individual clinical sites.

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



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



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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.