



Dear Applicant:

Thank you for your interest in the Gulf Coast Community College **Dental Assisting** Program! The dental faculty and staff are very proud of the exceptional program and state of the art dental facility that we offer and would like to provide assistance to you as you prepare for your academic career.

We offer a unique program that involves a combination of learning opportunities, including classroom lecture, laboratory sessions, clinic hours in a state-of-the art dental facility located on campus, clinical rotations in local specialty practices, and some course opportunities available through distance education (online). The dental faculty and staff are dedicated, caring and student-oriented. This will become evident as you become familiar with our programs.

If you have not already applied for admission to Gulf Coast Community College, you should do this first by contacting the Office of Admissions and Records at 850.872.3892 or by visiting <http://www.gulfcoast.edu/> This will not only start the college admissions process, but will also permit you access to a variety of services available at the college.

Please read and review carefully the enclosed information/application packet as it will assist you in the application process. If you have any questions or need assistance, please contact the dental assisting advisor listed below to schedule an advising appointment.

We wish you much success as you begin to prepare for your future in the profession of Dental Assisting.

Sincerely,

Laura Justice

Laura Grant Justice, CDA, RDH, MSED
Coordinator of Dental Programs

Assistant Professor
Gulf Coast Community College
5230 West U.S. Highway 98
Panama City, FL 32401-1058
Office: 850.747.3248
FAX: 850.747.3246
ljustice@gulfcoast.edu

Laurie Womble

Laurie Womble, CDA, AA
Asst. Coordinator of Dental Assisting

Instructor
Gulf Coast Community College
5230 West U.S. Highway 98
Panama City, FL 32401-1058
Office: 850.769.1551 ext.5842
FAX: 850.747.3246
lwomble@gulfcoast.edu

STUDENT APPLICATION AND INFORMATION PACKET

PROGRAM ACCREDITATION:

The Dental Assisting Program is accredited by the Commission on Dental Accreditation of the American Dental Association. The most recent accreditation was July 2004; the next scheduled accreditation review will be November 2011. A copy of the Dental Accreditation Standards and/or the Commission's Evaluation Policies and Procedures (EPP) may be obtained by contacting the Commission at: 211 East Chicago Avenue, Chicago, IL 60611 or calling 1.800.621.8099.

PROGRAM LEARNING OBJECTIVES:

- Provide students with a quality hands-on educational approach in a state-of the-art dental facility in order to cultivate experienced, skilled chair side assistants.
- Provide formal training for certification in radiology and expanded functions as required by the State of Florida.
- Prepare students to successfully pass the Dental Assisting National Board (DANB) examination.
- Provide knowledge and skills of specialty areas of dentistry to prepare the student to work confidently and professionally in all areas of dentistry.
- Assist students with job placement.

INFORMATION YOU WILL FIND IN THIS PACKET:

- Program Curriculum
- Estimated Expense Sheet
- Application Checklist
- Minimum Placement Test Requirements (TABE/CPT)
- Program Application
- Technical Standards Form
- Dental Assisting Observation/Work Experience Form

APPLICATION DUE DATES:

The dental assisting program *begins* in the **fall term**. Applications should be submitted prior to **July 15th**; no later than **August 1st** for fall enrollment. Students who enroll in the fall term can expect to complete the program in as little as 10 months.

Students may also enroll into the program in the **spring term**. The deadline to apply for Spring enrollment is **December 15th**. Students who enroll in the spring can expect to complete the program in 18 months.

CERTIFICATION/CREDENTIALS/EMPLOYMENT:

Graduates of the dental assisting program will receive a Certificate in Dental Assisting from Gulf Coast Community College, Expanded Functions course completion certificate, and a Radiology course completion certificate which legally permits the student to expose oral radiographic images and perform expanded duties as allowed by the State of Florida. Expanded duties are intraoral tasks delegated by a dentist to a formally trained dental assistant who has demonstrated clinical competency by passing the examinations and by performing a number of procedures on patients for each of the tasks. Graduates of the dental assisting program are eligible and encouraged to apply and take the Dental Assisting National Board (DANB) examination to become credentialed as a Certified Dental Assistant (CDA) which is commonly required for employment.

Regional employment opportunities vary depending on location and demand; consult with Dental program faculty for additional information regarding employment and compensation for our service area.

CRIMINAL BACKGROUND CHECKS/DRUG TESTING:

It is possible to graduate from the Dental Assisting program at GCCC but be denied the opportunity for DANB certification because of an unfavorable background check. An applicant must consider how his / her personal history may affect the ability to meet clinical requirements, be eligible for various credentialing exams, and ultimately gain employment. We offer this information so that you can make an informed decision regarding your future.

NOTE: Drug Testing may be required by various clinical rotation sites.

PROGRAM ADMISSIONS INFORMATION:

The dental assisting program has the capacity to accept twenty (20) students in the fall term and up to 12 students in the spring term. Students not selected are encouraged to enroll in general education courses while reapplying to the program for the following year. Students should receive advising and academic counseling by the dental program faculty regarding their status and academic planning.

Selection to the program is based upon an objective cumulative point system. The point system is based on placement scores (TABE/CPT), and optional enhancement points. Enhancement points may include: observation hours in a dental office with a **dental assistant**, general education courses completed with a "C" or better, and a brief essay titled "Why I want to become a Dental Assistant."

The dental assisting program is a rigorous, full-time program that requires commitment and hard work. All dental courses require at least a grade of "C" for successful completion and continuation in the program. For a portion of the laboratory learning experiences, it is necessary for students to practice on each other. If for any medical, dental, or personal reason a student is unable to participate, it will be the student's responsibility to provide a patient for each of those sessions.

FINANCIAL AID, SCHOLARSHIPS, AND GRANTS:

Students requiring financial assistance are directed to the office of Financial Aid located in the Admissions and Records Building or by visiting http://www.gulfcoast.edu/finance_assist.

Fall Enrollment Schedule (10 months)

Summer:

For Spring entrance, no courses for the dental assisting program are scheduled in the initial summer term, HOWEVER: the following are courses that can be taken during the summer term that would fulfill required dental assisting courses and would also fulfill pre-requisites in the dental hygiene program.

| | |
|-------------|---------------------------------|
| ENC 1101 | English I |
| BSC 2085(L) | Anatomy & Physiology I with Lab |
| HUN 1201 | Principles of Nutrition |
| SPC 1600 | Introduction to Public Speaking |
| MCB 2004(L) | Microbiology with Lab |

Fall:

| | |
|-----------|---|
| DEA 0200 | Pre-Clinical Procedures |
| DEA 0800L | Clinical Practice I |
| DEA 0134 | Introductory Pharmacology/Dental Office Emergencies |
| DEA 0133 | Introduction to Microbiology- online (MCB 2004 or equivalent may be substituted) |
| DES 1000 | Dental Anatomy |
| DES 1010 | Head & Neck Anatomy |
| DES 1100C | Dental Materials |
| DES 1200 | Dental Radiology I |
| DES 1200L | Dental Radiology I Lab |
| DES 1320 | Basic Communications & Human Relations- online (SPC 1600 or ENC 1101 may be substituted) |

Spring:

| | |
|-----------|--|
| DEA 0132 | Dental Nutrition- online (HUN 1201 or equivalent may be substituted) |
| DEA 0801 | Clinical Practice II |
| DEA 0801L | Clinic Practice II Lab |
| DES 0501 | Dental Practice Management |
| DES 0844 | Dental Health Education |
| DES 1201 | Dental Radiology II |
| DES 1201L | Dental Radiology II Lab |
| DES 1404 | Introductory Anatomy & Physiology- online (BSC 2085 or equivalent may be substituted) |
| DES 1832 | Expanded Functions |
| DES 1832L | Expanded Functions Lab |
| DEH 1400 | Oral Pathology |

Summer:

| | |
|-----------|-----------------------|
| DEA 0850L | Clinical Practice III |
|-----------|-----------------------|

Spring Enrollment Schedule (18 months)

Spring:

| | |
|----------|--|
| DES 1404 | Introductory Anatomy & Physiology- online (BSC 2085 or equivalent may be substituted) |
| DES 0844 | Dental Health Education |
| DES 0501 | Dental Practice Management |
| DEA 0132 | Dental Nutrition- online (HUN 1201 or equivalent may be substituted) |

If the student needs 12 hours for full time enrollment, other suggested courses include:

- ENC 1101 (English I) or SPC 1600 (Intro. to Public Speaking)
- MCB 2004 & MCB 2004L (Microbiology & Microbiology Lab)

Summer:

For Spring entrance, no courses for the dental assisting program are scheduled in the initial summer term, HOWEVER: the following are courses that can be taken during the summer term that would fulfill required dental assisting courses and would also fulfill pre-requisites in the dental hygiene program.

| | |
|-------------|---------------------------------|
| ENC 1101 | English I |
| BSC 2085(L) | Anatomy & Physiology I with Lab |
| HUN 1201 | Principles of Nutrition |
| SPC 1600 | Introduction to Public Speaking |
| MCB 2004(L) | Microbiology with Lab |

Fall:

| | |
|-----------|---|
| DEA 0020C | Pre-Clinical Procedures |
| DEA 0800L | Clinical Practice I |
| DES 1200 | Dental Radiology I |
| DES 1200L | Dental Radiology I Lab |
| DES 1100C | Dental Materials |
| DEA 0134 | Introductory Pharmacology/Dental Office Emergencies |
| DEA 0133 | Introduction to Microbiology- online (MCB 2004 or equivalent may be substituted) |
| DES 1320 | Basic Communications & Human Relations- online (ENC 1101 or SPC 1600 may be substituted) |
| DES 1000 | Dental Anatomy |
| DES 1010 | Head & Neck Anatomy |

Spring:

| | |
|-----------|-----------------------------------|
| DEH 1400 | Oral Pathology |
| DES 1832 | Expanded Function |
| DES 1832L | Expanded Functions Lab |
| DES 1201 | Dental Radiology II |
| DES 1201L | Dental Radiology II Lab |
| DEA 0801 | Clinical Practice II- Specialties |
| DEA 0801L | Clinical Practice II Lab |

Summer:

| | |
|-----------|-----------------------|
| DEA 0850L | Clinical Practice III |
|-----------|-----------------------|



DENTAL ASSISTING PROGRAM ADMISSIONS CRITERIA/CHECKLIST

TO BE CONSIDERED FOR THE DENTAL ASSISTING PROGRAM THE STUDENT MUST COMPLETE/SUBMIT THE FOLLOWING:

- Apply for general admission to Gulf Coast Community College
(IF NOT CURRENTLY ENROLLED AT GCCC) Call or visit the college Office of Admissions & Records at 850.872.3892 to obtain an application for admission and receive information on the college admissions process. Applications are also available online at: www.gulfcoast.edu

- Provide Official High School* Transcripts to the Office of Admissions & Records (High School diploma or GED required)
** High school (or GED) transcripts are required for first time college students only; does not apply to students transferring from other accredited Colleges or Universities.*

- Provide Official College/University Transcripts to the Office of Admissions & Records
*An official transcript is a transcript that is sent **directly** from the granting institution to the Gulf Coast Community College for evaluation. Transcripts must be submitted from ALL colleges or universities attended and must show all periods of enrollment.*

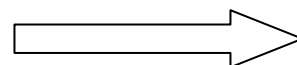
- Submission of current scores on Test of Adult Basic Education (TABE) or Computerized Placement Test (CPT) - see program advisor to schedule TABE, CPT can be scheduled at the testing center in Admissions and Records Building (Room 129) or by calling 850.769.1551 ext. 3533/3856.

Students are required to take and pass the TABE test with a minimum of a 10th grade level in Math, Reading and Language. CPT scores can be converted in lieu of TABE scores if the student has previously taken the CPT and the scores are current (within 2 years). The TABE/CPT scores must be current at the time the student enrolls in the program.

*NOTE: Students with an 8th grade level or higher competency are still encouraged to apply for the program. The student must achieve a 10th grade level competency in Math, Reading, and Language before completing the program and receiving a certificate. Testing schedules are available through the college Testing Department. **A copy of test scores must be returned to your advisor to complete your application.**

- Application to the Dental Assisting Program (Submit the following forms):
 1. Application Form
 2. Technical Standards Form
 3. Testing Requirements Form

Checklist continued on back of this sheet



THE FOLLOWING ITEMS ARE NOT REQUIRED. HOWEVER, ADDITIONAL ENHANCEMENT POINTS WILL BE AWARDED TO APPLICANTS WHO SUBMIT THE FOLLOWING:

- Observation Hours-** Applicants are encouraged to complete at least 8 hours of observation at a local dental office. These observation hours need to be spent with the *dental assistant* (not a dental hygienist) and documented on the form provided.
- Brief Essay titled “Why I want to be a Dental Assistant”-** This essay should be one (1) page in length and preferably typed (12 font) describing what your career intentions are and why you are interested in becoming a dental assistant.
- General Education Courses- *not required*** for the dental assisting program, but could be substituted for courses that are required:
 - ENC 1101 (equivalent to DES 1320)
 - BSC 2085 & BSC 2085L (equivalent to DES 1404)
 - MCB 2004 (equivalent to DEA 0133)
 - SPC 1600 (equivalent to DES 1320)
 - HUN 1201 (equivalent to DEA 0132)
- Previous dental assisting experience-** should be documented with a letter of recommendation from employer.



After provisional acceptance, students are **REQUIRED** to complete:

- A. ***Health Sciences Report of Vaccination History to include:***
 - ◆ Hepatitis B vaccine series if applicable or declination waiver
 - ◆ PPD Mantoux/TB Test: Annually (May require chest radiograph if previously tested positive)
 - ◆ MMR
 - ◆ Tetanus (every 10 years)
- B. ***Cardiopulmonary Resuscitation (CPR certification) for HEALTH CARE PROVIDERS***
- C. ****Attend Health Science Orientation to include the following lectures:***
 - Prevention of Medical Errors
 - Domestic Violence
 - HIV/AIDS
 - HIPAA
 - Infection Control

*Please see advisor for Health Science Orientation schedule.

Only applications that are current and complete are considered for selection. It is the student's responsibility to make sure his/her application folder is complete prior to the application deadline.

Additional questions? Please contact:

Lauriann Womble, CDA, AA
Assistant Coordinator, Dental Assisting
Phone: 850.769.1551 Ext. 5842 or 1.800.311.3685 Ext. 5842
G. Tapper Health Sciences Building (Office 108)

DENTAL ASSISTING APPLICANTS
Minimum Placement (TABE) Test Requirement Form

Students are required to take the test of the Adult Basic Education exam (**TABE**) and successfully pass at a 10th grade level or higher. If the student has already taken the CPT, ACT, or SAT and the scores are current (within 2 years from program application date), the scores may be converted to a 10th grade level by using the table below. The **TABE** test can be scheduled through the dental assisting program advisor or by calling 850.769.1551 Ext. 5842.

| Required Score | TABE Score | CPT Score | ACT | SAT |
|----------------|------------|-----------|-----|------------|
| Reading | 10 | 67 | 18 | 440 verbal |
| Language | 10 | 74 | 17 | 440 verbal |
| Math | 10 | 47 | 19 | 440 |

Students graduating from any vocational program must demonstrate a 10th grade score in Reading, Language Arts, and Math. The purpose of the **TABE** is to document these requirements.

I, _____, understand that minimum (current) passing scores on the **TABE** test (or CPT, ACT, SAT equivalencies) are required to complete the Dental Assisting program. **Students are responsible for remediation and re-testing prior to graduation.**

Student's Signature

Date

Advisor's Signature: _____ Date _____

GULF COAST COMMUNITY COLLEGE

HEALTH SCIENCES DIVISION

5230 West U.S. Highway 98
Panama City, FL 32401-1058
850.872.3827 or 850.913.3311
850.747.3246 - FAX
1.800.311.3685

DENTAL ASSISTING PROGRAM APPLICATION

Answer ALL Questions: Please TYPE or PRINT (please use blue or black ink)

Name _____
First Middle Last Maiden Name

Female Male

Home Address _____
Street & No. City State County Zip

MAILING ADDRESS (if different from above) _____

GCCC Student ID # _____
or Social Security Number: _____ Home Phone Number: (____) _____

Work Phone Number: (____) _____ Mobile Phone Number: (____) _____

E-Mail: _____

EDUCATION

Official Transcript(s) MUST BE RECEIVED by the Office of Admissions & Records.
ALL schools and colleges attended must be listed for the application to be complete.

| Name of School | Location of School | From Month /Year | To Month /Year | Did you Receive Diploma? Degree? Certificate? | What was your Major/Minor? |
|------------------------|--------------------|------------------------|----------------------|--|-------------------------------|
| High School or GED: | | | | | |
| College or University: | | | | | |
| College or University: | | | | | |

Professional Licenses _____
or Certifications _____
Type Issued by Which State or Agency License No. Expiration Date



**GULF COAST COMMUNITY COLLEGE
DENTAL ASSISTING PROGRAM
TECHNICAL STANDARDS**

A dental auxiliary is a health care professional whose primary responsibility is to work with the dentist in the office and perform duties delegated by the dentist. In addition to the duties of the profession, the dental auxiliary must always be aware of the patient's condition and needs and be able to interact appropriately.

| TECHNICAL STANDARD | DEFINITION | EXAMPLES OF NECESSARY ACTIVITIES (Not All Inclusive) |
|---------------------------------|--|---|
| Cognitive Qualifications | Sufficient Reading, Language and Math Skills; intellectual and emotional functions necessary to plan and implement dental care for individuals | <ul style="list-style-type: none"> Ability to comprehend and interpret written material Follow and deliver written and oral direction Prepare dental treatment plans |
| Critical Thinking | Critical thinking ability sufficient for clinical judgment; synthesize information from written material and apply knowledge to clinical situations | <ul style="list-style-type: none"> Identify cause-effect relationships in clinical situations Develop dental treatment plans Make rapid decisions under pressure Handle multiple priorities in stressful situations Assist with problem solving |
| Interpersonal | Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, educational, cultural, and intellectual backgrounds | <ul style="list-style-type: none"> Establish rapport with patients and colleagues Cope effectively with stress Cope with anger/fear/hostility of others in a calm manner Cope with confrontation Demonstrate high degree of patience |
| Communication | Communication abilities sufficient for interaction with others in verbal and non-verbal form (speech, reading, and writing) | <ul style="list-style-type: none"> Explain treatment procedures Initiate patient education Document and interpret treatment actions and patient responses |
| Mobility | Physical abilities sufficient to move from room to room, to maneuver in small spaces and to perform procedures necessary for emergency intervention | <ul style="list-style-type: none"> Move around in clinical operatories, workspaces, classrooms, laboratories and other treatment areas Administer cardio-pulmonary resuscitation procedures Remain on one's feet in upright position at a workstation without moving about Climb stairs Remain in seated or standing position for 3-5 hour periods without a break |
| Motor Skills | Gross and fine motor abilities sufficient to provide safe and effective dental care | <ul style="list-style-type: none"> Calibrate and use equipment Position patients Perform repetitive tasks Able to grip Bend at knee and squat. Reach above shoulder level Lift with assistance 150 pounds Exert 20-50 pounds of force (pushing/pulling) Successfully complete a CPR (Healthcare Provider) certification course |
| Hearing | Normal, corrected or aidable - Auditory ability sufficient to interpret verbal communication from patients and health care team members and to monitor and assess health needs | <ul style="list-style-type: none"> Hear monitor alarms, emergency signals, and cries for help Hear tape recorded transcriptions Hear telephone interactions Hear audible stethoscope signals during blood pressure screenings |
| Visual | Normal, corrected - Visual acuity sufficient for observation and assessment necessary for patient assessment | <ul style="list-style-type: none"> Observe patient responses Identify and distinguish colors Accurately read mm markings on small dental instruments |
| Tactile | Tactile ability sufficient for gross and fine motor coordination necessary for delicate manual assessment of oral tissues | <ul style="list-style-type: none"> Perform palpation, functions of physical examination and/or those related to therapeutic intervention. |
| Environmental | Ability to tolerate environmental stressors | <ul style="list-style-type: none"> Work with chemicals and detergents Tolerate exposure to fumes and odors Work in areas that are close and crowded |

I have read the above technical standards. I feel it is within my ability to carry out the duties and qualifications of a dental assistant. Further, I understand it has been recommended that I observe in a dental office to strengthen my knowledge regarding the duties of a dental assistant.

Signature of Student

Date

Dental Assisting Observation/Work Experience Form

The person who supervises the observation/experience must sign the statement of observation/work experience form. When completing this statement, indicate the types of dental-related experience.

PLEASE ESTIMATE THE TOTAL NUMBER OF HOURS OF OBSERVATION/WORK EXPERIENCE. This document will be given consideration as a factor in the applicant's admission to the program.

1. Applicant Name: _____ GCCC Student ID # or SS# _____

2. Please Check One: Salaried Employee Unsalared Observer

3. Please check all applicable types of experience that pertain to the applicant.

_____ Observed Dental Procedure _____ Performed Reception-Secretary Duties

_____ Assisted Chairside _____ Provided Patient Education

_____ Performed Other Duties—specify _____

4. Please specify the amount of time devoted to Dental Assisting-related work and/or observation by completing the following:

Date under supervision:

From: _____ 20____ To: _____ 20____

Hours Per Day _____ Months Per Year _____

Days Per Week _____ Years _____

Weeks Per Month _____ Total Number Of Hours _____

5. Please write any additional comments on the back of this form.

Signature of Supervising Dental Assistant Date

Signature of Supervising Dentist Date