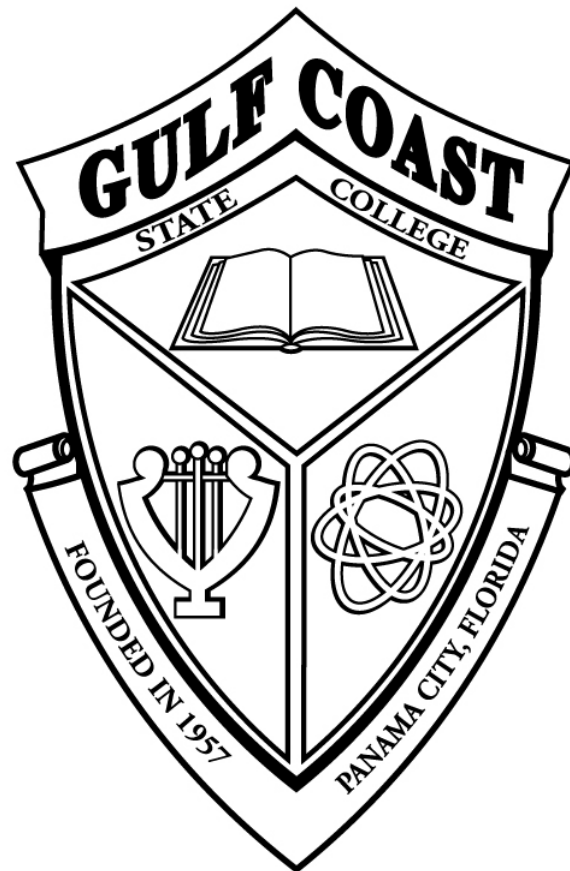


# **Gulf Coast State College**



## **Dental Assisting Program 2012 Application Packet**



Dear Applicant:

Thank you for your interest in the Gulf Coast State 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 State College, you should do this first by contacting the Enrollment Services office 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. We also invite you to visit our program website at [http://www.gulfcoast.edu/health\\_sciences/dental/dental\\_assisting](http://www.gulfcoast.edu/health_sciences/dental/dental_assisting) to better familiarize yourself with all aspects of our educational program.

Please read and review carefully the enclosed information/application packet as it will assist you in the application process. Completing the GCSC application and Dental Assisting application will confirm your interest and will enable the Health Sciences Division to create a file for other application documents as you return them.

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 State College  
5230 West U.S. Highway 98  
Panama City, FL 32401-1058  
Office: 850.747.3248  
FAX: 850.747.3246  
[ljustice@gulfcoast.edu](mailto:ljustice@gulfcoast.edu)

*Laurie Womble*

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

Instructor  
Gulf Coast State 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](mailto:lwomble@gulfcoast.edu)

# **STUDENT APPLICATION AND INFORMATION PACKET**

## **GENERAL CAREER INFORMATION:**

The **Dental Assistant** is a valuable member of the dental team offering a wide variety of clinical skills and knowledge to assist the dentist with the everyday operations of the dental office. The dental assistant commonly performs various tasks in the dental office such as assisting the dentist chair side with restorative or surgical procedures, providing oral evacuation during dental procedures, transferring of instruments, mixing dental materials, exposing radiographs as directed by the dentist, taking or preparing materials for impressions, sterilization of instruments, obtaining and/or updating patient dental records, taking and recording vital signs, preparing operatories for dental treatment, and providing postoperative/general oral healthcare instructions. Other duties may also include, removing sutures, placing topical anesthetics, isolating teeth with the use of a dental dam, removal of excess cement, and applying occlusal sealants.

## **CAREER OPPORTUNITIES:**

The Dental Assisting program at Gulf Coast State College provides an intense curriculum of didactic and clinical training that prepares the student to work confidently in all areas of dentistry. Many Dental Assistants work in a private practice/office; however there are many options available for alternate career paths:

### **Private Practice:**

- Solo dental practices - practices with only one dentist
- Group practices - practices with two or more dentists

### **Specialty Dentistry:**

- Oral and maxillofacial surgery - removal of teeth and correction of facial deformities
- Orthodontics - straightening teeth with braces or other appliances
- Endodontics - root canal treatment
- Periodontics - treatment of gum problems (gingival and periodontal diseases)
- Prosthodontics - replacement of lost teeth
- Pediatric dentistry - treatment of children
- Community based dentistry - includes settings such as schools, health departments and community clinics which focus on the prevention and treatment of public health dental problems

### **Other Employment Opportunities:**

- Hospital dental clinics - assisting dentists in the treatment of bedridden patients
- Insurance Companies - claims processing
- Education/Teaching
- Dental product sales representative
- Research

## **PROGRAM ACCREDITATION:**

The Dental Assisting and Dental Hygiene programs offered by Gulf Coast State College were initiated in 1970 and 1996, respectively. The most recent evaluation of both programs was in 2004; this was the Commission's fifth site evaluation of the Dental Assisting Program and third site evaluation of the Dental Hygiene program. At the time of the site visit, the accreditation status for the dental assisting and dental hygiene education programs was "approval without reporting requirements."

## **PROGRAM ADMISSIONS INFORMATION:**

The dental assisting program has the capacity to accept twenty (20) students in the fall term. Students not selected are encouraged to enroll in developmental and/or general education courses in preparation for 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, recommendation letters (maximum of 2), earned postsecondary degrees, 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.

Students enrolled in the Dental Assisting Program are at risk for exposure to blood and body fluids, and the potential does exist for transmission of blood-borne and other infectious diseases during patient care activities. If you contract a blood borne infectious disease during your enrollment, appropriate health care experts will be consulted about your ability to continue to treat patients. Each applicant may view the Dental Assisting Program Policies on Bloodborne and Infectious Diseases upon request and is also available on the Dental Assisting Program website. The Dental Assisting faculty will discuss or answer any questions that an applicant may have concerning these policies.

## **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
- 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 15<sup>th</sup>**; no later than **August 1<sup>st</sup>** for fall enrollment. Students who enroll in the fall term can expect to complete the program in as little as 10 months.

## **CERTIFICATION/CREDENTIALS/EMPLOYMENT:**

Graduates of the dental assisting program will receive a Certificate in Dental Assisting from Gulf Coast State 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**

Gulf Coast State College (GCSC) students who are granted conditional acceptance into a Health Sciences program must receive a satisfactory criminal background check prior to final acceptance into the program. The background check will be scheduled and performed at the discretion of the Division of Health Sciences at GCSC. Information and instructions on how to complete the background check will be sent by the program coordinator. Criminal background checks performed through other agencies will not be accepted. The student must also be aware that clinical agencies may require an additional background check prior to clinical access.

It is possible to graduate from a program at GCSC 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. Most healthcare boards in the State of Florida make decisions about licensure on an individual basis. We offer this information so that you can make an informed decision regarding your future.

You may visit the Florida Department of Health website ([www.doh.state.fl.us/](http://www.doh.state.fl.us/)) for more information regarding licensure/certification.

**Please read the following information carefully:**

Any student who has been found guilty of, regardless of adjudication, or entered a plea of nolo contendere, or guilty to, any offense under the provision of 456.0635 (see below) may be disqualified from admission to any Health Sciences program. In addition to these specific convictions, there are other crimes which may disqualify applicants from entering into the Health Sciences programs and / or clinical rotations.

**456.0635 (2) Medicaid fraud; disqualification for license, certificate, or registration**

Each board within the jurisdiction of the department, or the department if there is no board, shall refuse to admit a candidate to any examination and refuse to issue or renew a license, certificate, or registration to any applicant if the candidate or applicant or any principal, officer, agent, managing employee, or affiliated person of the applicant, has been:

- (a) Convicted of, or entered a plea of guilty or nolo contendere to, regardless of adjudication, a felony under chapter 409, chapter 817, chapter 893, 21 U.S.C. ss. 801-970, or 42 U.S.C. ss. 1395-1396, unless the sentence and any subsequent period of probation for such conviction or pleas ended more than 15 years prior to the date of the application;
- (b) Terminated for cause from the Florida Medicaid program pursuant to s. 409.913, unless the applicant has been in good standing with the Florida Medicaid program for the most recent 5 years;
- (c) Terminated for cause, pursuant to the appeals procedures established by the state or Federal Government, from any other state Medicaid program or the federal Medicare program, unless the applicant has been in good standing with a state Medicaid program or the federal Medicare program for the most recent 5 years and the termination occurred at least 20 years prior to the date of the application.

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

**DENTAL PROGRAMS TRANSFER POLICY:**

Applicants who are currently enrolled in another Dental Hygiene/Dental Assisting Program and wish to investigate transferring to a GCSC Dental Program must 1) meet all current admission requirements, 2) apply at least two months prior to the expected date of enrollment, 3) notify the Assistant Coordinator in writing, stating anticipated entry date and reason for transfer, and 4) provide evidence of successful completion of previous core dental courses from an American Dental Association accredited program. Acceptance of any transfer student will be dependent upon available resources.

**DENTAL ASSISTING PROGRAM READMISSIONS POLICY**

1. A student who withdraws from or earns a grade lower than a "C" in a Dental Assisting course will not be permitted to continue in the Dental Assisting Program. A student who does not meet the Technical Standards of the program will not be permitted to continue in the program.
2. A student who applies for readmission to the Dental Assisting program must provide significant evidence which suggests the potential for future success in the program. This evidence may address such things as unusual circumstances, remedial study, and/or additional preparation.
3. Readmission to the Dental Assisting program will be dependent upon available resources.
4. In order to be considered for readmission by the Admissions Committee, the applicant must do the following:
  - a. Submit a written request (not e-mail) to the Dental Programs Coordinator presenting evidence to justify readmission. This may include letters of recommendation from a previous faculty member or coordinator, additional course work, work experience, etc.
  - b. Meet current guidelines for admission to the College and Dental Assisting Program.
5. Readmission may be contingent upon the candidate's agreeing to audit previously completed course work.

## **DENTAL PROGRAMS ARTICULATION POLICY:**

Students who elect to articulate must have completed said courses with a grade of "C" or better from an American Dental Association accredited Dental Assisting Program within the last three years *and* have actively been working in the dental field at least 3 months prior to entrance in the program. If you feel you meet articulation requirements, please contact the Dental Programs Coordinator for more information.

## **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](http://www.gulfcoast.edu/finance_assist).

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## **Dental Assisting Program** **Curriculum Sequence**

### **Fall:**

DEA 0200	Pre-Clinical Procedures
DEA 0800L	Clinical Practice I
DEA 0134	Introductory Pharmacology/Dental Office Emergencies
DEA 0133	Introduction to Microbiology- <b>online</b> (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- <b>online</b> (SPC 1600 or ENC 1101 may be substituted)

### **Spring:**

DEA 0132	Dental Nutrition- <b>online</b> (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- <b>online</b> (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
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**DENTAL ASSISTING PROGRAM  
ADMISSIONS CRITERIA/CHECKLIST**

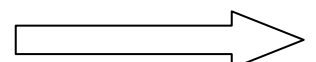
Only applications that are current and complete are considered for selection. It is the student's responsibility to make sure his/her application folder is complete prior to the application deadline.

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

- Apply for general admission to Gulf Coast State College (IF NOT CURRENTLY ENROLLED)**  
Contact the Enrollment Services office at 850.872.3892 to obtain an application for admission and receive information on the college admissions process. There is a \$20.00 application fee and applications are also available online at: [www.gulfcoast.edu/admissions](http://www.gulfcoast.edu/admissions).
- Provide Official High School Transcripts (or GED) to the Enrollment Services office.**
- Provide all Official College/University Transcripts to the Enrollment Services office for evaluation.**  
An official transcript is a transcript that is sent **directly** from the granting school/institution to the Gulf Coast State College Admissions and Records Office. Transcripts that have been in the student's possession (regardless of whether they are "sealed," stamped, or in a sealed envelope) are not considered official and will not be accepted. Transcripts must be submitted from ALL post-secondary educational colleges or universities attended and must display all periods of enrollment and/or degrees earned. **The applicant is responsible for ensuring that all college transcripts are evaluated prior to the July 15<sup>th</sup> deadline.** Candidates will receive ranking points based on cumulative GPA of all post-secondary coursework and general education requirements.
- Demonstrate 10<sup>th</sup> grade competency level in Math/Algebra, Reading and Language.**  
Students are required to take and demonstrate a minimum of a 10<sup>th</sup> grade level in Math, Reading and Language. Please refer to the *Minimum Placement Test Requirement Form* in this packet for additional information. Students must demonstrate competency using one of the following quantitative methods:

Subject	TABE	CPT (Accuplacer)	ACT	SAT	College Course
Reading	10	67	18	440 verbal	ENC 0025 or equivalent w/grade "C" or higher
Language	10	74	17	440 verbal	
Math	10 (Arithmetic)	47 (Arithmetic)	19 (Mathematics)	440 (Math)	MAT 0028 or equivalent w/grade of "C"

**Checklist continued on back of this sheet**



If the applicant wishes to use test scores to demonstrate competency for any of the above, and the test was not administered at Gulf Coast State College, the applicant must have an OFFICIAL score report sent to the GCSC testing office. **The applicant is responsible for ensuring that the scores are received and posted to their GCSC computer record prior to the July 15<sup>th</sup> deadline.** Please consult the Placement Testing Schedule at [www.gulfcoast.edu/students/testing\\_center/cpt.htm](http://www.gulfcoast.edu/students/testing_center/cpt.htm) or call 850.769.1551 Ext. 3533/3856 for additional information.

Candidates will also receive ranking points based on submitted test scores. Therefore, it is advantageous to submit the highest test scores achieved.

**\*NOTE:** *Students with an 8<sup>th</sup> grade level or higher competency are still encouraged to apply for the program. The student must demonstrate a 10<sup>th</sup> grade level competency in Math, Reading, and Language before completing the program to receive a certificate. 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

**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** - documented with a letter of verification from employer(s).

**Letter of Recommendations (no more than two)** - from dental health care provider(s), previous employer(s), or teacher(s)/instructor(s)

**Postsecondary certificate/degrees achieved** (i.e. AA, AS, AAS, BS, BA, MA or MS) - documented on official transcript(s)



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

- A. ***Satisfactory fingerprint/criminal background check*** - must be conducted by Gulf Coast State College
- B. ***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)
- C. ***Cardiopulmonary Resuscitation (CPR certification) for HEALTH CARE PROVIDERS***
- D. ***\*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.**

**GULF COAST STATE COLLEGE  
DENTAL ASSISTING PROGRAM  
ESTIMATED EXPENSE SHEET AS OF FALL 2011 / SPRING 2012**

<b>Courses</b>	<b>Fall Semester</b>	<b>Credit</b>	<b>Tuition</b>	<b>Lab Fee</b>	<b>Textbooks</b>	<b>WkBks</b>	<b>Total</b>
DEA 0020C	Pre-clinical Procedures	6 v	\$ 527.22	\$ 36.00	\$ 118.75	\$ 46.60	\$ 728.57
DEA 0800L	Clinical Practice I	1.5 v	\$ 131.81	\$ 58.00			\$ 189.81
DEA 0134	Introductory Pharmacology /Dental Office Emergencies	2 v	\$ 175.74		\$ 69.95		\$ 245.69
DEA 0133	Introduction to Microbiology	1 v	\$ 87.87		\$ 79.95		\$ 167.82
DES 1000	Dental Anatomy	2 c	\$ 197.50		\$ 69.95	\$ 32.95	\$ 300.40
DES 1010	Head & Neck Anatomy	2 c	\$ 197.50		\$ 73.95		\$ 271.45
DES 1100C	Dental Materials	3 c	\$ 296.25	\$ 30.00	\$ 67.95		\$ 394.20
DES 1200	Dental Radiology I	2 c	\$ 197.50		\$ 72.95	\$ 15.95	\$ 286.40
DES 1200L	Dental Radiology I Lab	1 c	\$ 98.75	\$ 186.00			\$ 284.75
DES 1320	Basic Communications & Human Relations	1 c	\$ 98.75				\$ 98.75
<b>In-State</b>			<b>\$ 2,008.89</b>	<b>\$ 310.00</b>	<b>\$ 553.45</b>	<b>\$ 95.50</b>	<b>\$ 2,967.84</b>
<b>Out-of-State</b>			<b>\$ 7,862.44</b>	<b>\$ 310.00</b>	<b>\$ 553.45</b>	<b>\$ 95.50</b>	<b>\$ 8,821.39</b>

<b>Courses</b>	<b>Spring Semester</b>	<b>Credit</b>	<b>Tuition</b>	<b>Lab Fee</b>	<b>Textbooks</b>	<b>WkBks</b>	<b>Total</b>
DEA 0132	Dental Nutrition	1 v	\$ 87.87		\$ 77.95		\$ 165.82
DEA 0801	Clinical Practice II	2 v	\$ 175.74				\$ 175.74
DEA 0801L	Clinical Practice II Lab	6 v	\$ 527.22	\$ 42.00			\$ 569.22
DES 0501	Dental Practice Management	1 v	\$ 87.87		\$ 66.95		\$ 154.82
DES 0844	Dental Health Education	1 v	\$ 87.87				\$ 87.87
DES 1201	Dental Radiology II	1 c	\$ 98.75				\$ 98.75
DES 1201L	Dental Radiology II Lab	1 c	\$ 98.75	\$ 24.00			\$ 122.75
DES 1404	Introductory Anatomy & Physiology	2 c	\$ 197.50		\$ 51.95		\$ 249.45
DES 1832	Expanded Functions	1 c	\$ 98.75				\$ 98.75
DES 1832L	Expanded Functions Lab	1 c	\$ 98.75	\$ 40.00			\$ 138.75
DEH 1400	Oral Pathology	2 c	\$ 197.50		\$ 85.95		\$ 283.45
<b>In-State</b>			<b>\$ 1,756.57</b>	<b>\$ 106.00</b>	<b>\$ 282.80</b>		<b>\$ 2,145.37</b>
<b>Out-of-State</b>			<b>\$ 6,613.50</b>	<b>\$ 106.00</b>	<b>\$ 282.80</b>		<b>\$ 7,002.30</b>

<b>Courses</b>	<b>Summer Semester</b>	<b>Credit</b>	<b>Tuition</b>	<b>Lab Fee</b>	<b>Textbooks</b>	<b>WkBks</b>	<b>Total</b>
DEA 0850L	Clinical Practice III	6.5 v	\$ 571.16				\$ 571.16
<b>In-State</b>			<b>\$ 571.16</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 571.16</b>
<b>Out-of-State</b>			<b>\$ 2,050.31</b>				<b>\$ 2,050.31</b>
<b>Total In-State Costs</b>			<b>\$ 4,336.61</b>	<b>\$ 416.00</b>	<b>\$ 836.25</b>	<b>\$ 95.50</b>	<b>\$ 5,684.36</b>
<b>Total Out-of-State Costs</b>			<b>\$ 16,683.47</b>	<b>\$ 416.00</b>	<b>\$ 836.25</b>	<b>\$ 95.50</b>	<b>\$ 18,031.22</b>

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**Estimated Additional Expenses**

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2 Uniform Scrub Sets	\$	80.00
1 Clinic Shoes	\$	40.00
1 Lab Coat	\$	25.00
1 Safety Glasses with side shields	\$	20.00
Graduation Pin	\$	50.00
Dental Assisting National Board	\$	375.00
Total	<b>\$</b>	<b>590.00</b>

**Tuition:****In State Fees**

<b>College Credit</b>	\$	98.75
<b>PSAV</b>	\$	87.87

**Out of State Fees**

<b>College Credit</b>	\$	359.71
<b>PSAV</b>	\$	339.62

Fees are subject to change by the Florida Legislature and the District Board of Trustees.  
*GCSC 2011-2012 General Catalog (page 23)*

**DENTAL ASSISTING APPLICANTS**  
**Minimum Placement Test Requirement Form**

Per the Florida Department of Education, students must demonstrate a minimum 10<sup>th</sup> grade competency level in Reading, Language, and Math in order to graduate from the Dental Assisting Program and receive a certificate. Currently, the TABE placement test can be used to satisfy this requirement. If the student has already taken the TABE, CPT, ACT, or SAT and the scores are current (within 2 years from program application date), the scores may be converted to a 10<sup>th</sup> grade level by using the table below.

<b>Subject</b>	<b>TABE Score</b>	<b>CPT Score</b>	<b>ACT</b>	<b>SAT</b>
Reading	10	67	18	440 verbal
Language	10	74	17	440 verbal
Math	10 (Arithmetic)	47 (Arithmetic)	19 (Mathematics)	440 (Math)

Students who are exempt from taking the college-entry level examination are those who have earned college-level credit in English and mathematics OR have earned ACT or SAT scores that meet college-level requirements in English, reading and mathematics OR who have completed successfully (C or higher) in the highest level developmental course in English, math or reading at a FLORIDA institution.

To schedule the TABE, please contact Enrollment Services by calling 850.769.1551 ext. 3533/3856 or schedule online at [http://www.gulfcoast.edu/students/testing\\_center/tabe.htm](http://www.gulfcoast.edu/students/testing_center/tabe.htm)

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**



# GULF COAST STATE COLLEGE - HEALTH SCIENCES DIVISION

## APPLICATION FOR PROGRAM ADMISSION

5230 West U.S. Highway 98  
Panama City, FL 32401-1058  
(850) 872-3827 or 913-3311 Toll Free: 1-800-311-3685  
Fax: (850) 747-3246

### DENTAL ASSISTING PROGRAM

*Answer ALL Questions: Please TYPE or PRINT – (Please submit form as soon as possible)*

Name: \_\_\_\_\_  

First
Middle
Last
Maiden Name

Home Address: \_\_\_\_\_  

Street & Number
City
State
Zip
County

Social Security Number or GCSC Student ID #: \_\_\_\_\_ Female  Male

Permanent or Mailing Address (If different from above): \_\_\_\_\_

E-Mail: \_\_\_\_\_ Home Phone: (    ) \_\_\_\_\_

Business Phone: (    ) \_\_\_\_\_ Cell Phone: (    ) \_\_\_\_\_

**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. Use additional sheets if necessary.

Name of School	Location of School	From (Month/ Year)	To (Month/ Year)	Did you Receive Diploma, Degree, or Certificate?	What was your Major / Minor?
High School or GED:					
Vocational / Other Technical Program					
College or University:					
College or University:					

### LICENSES AND CERTIFICATIONS

Type	Issued by Which State or Agency?	License / Cert. Number	Date Issued/Expired





## 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)
<b>Cognitive Qualifications</b>	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"> <li>• Ability to comprehend and interpret written material</li> <li>• Follow and deliver written and oral direction</li> <li>• Prepare dental treatment plans</li> </ul>
<b>Critical Thinking</b>	Critical thinking ability sufficient for clinical judgment; synthesize information from written material and apply knowledge to clinical situations	<ul style="list-style-type: none"> <li>• Identify cause-effect relationships in clinical situations</li> <li>• Develop dental treatment plans</li> <li>• Make rapid decisions under pressure</li> <li>• Handle multiple priorities in stressful situations</li> <li>• Assist with problem solving</li> </ul>
<b>Interpersonal</b>	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"> <li>• Establish rapport with patients and colleagues</li> <li>• Cope effectively with stress</li> <li>• Cope with anger/fear/hostility of others in a calm manner</li> <li>• Cope with confrontation</li> <li>• Demonstrate high degree of patience</li> </ul>
<b>Communication</b>	Communication abilities sufficient for interaction with others in verbal and non-verbal form (speech, reading, and writing)	<ul style="list-style-type: none"> <li>• Explain treatment procedures</li> <li>• Initiate patient education</li> <li>• Document and interpret treatment actions and patient responses</li> </ul>
<b>Mobility</b>	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"> <li>• Move around in clinical operatories, workspaces, classrooms, laboratories and other treatment areas</li> <li>• Administer cardio-pulmonary resuscitation procedures</li> <li>• Remain on one's feet in upright position at a workstation without moving about</li> <li>• Climb stairs</li> <li>• Remain in seated or standing position for 3-5 hour periods without a break</li> </ul>
<b>Motor Skills</b>	Gross and fine motor abilities sufficient to provide safe and effective dental care	<ul style="list-style-type: none"> <li>• Calibrate and use equipment</li> <li>• Position patients</li> <li>• Perform repetitive tasks</li> <li>• Able to grip</li> <li>• Bend at knee and squat.</li> <li>• Reach above shoulder level</li> <li>• Lift with assistance 150 pounds</li> <li>• Exert 20-50 pounds of force (pushing/pulling)</li> <li>• Successfully complete a CPR (Healthcare Provider) certification course</li> </ul>
<b>Hearing</b>	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"> <li>• Hear monitor alarms, emergency signals, and cries for help</li> <li>• Hear tape recorded transcriptions</li> <li>• Hear telephone interactions</li> <li>• Hear audible stethoscope signals during blood pressure screenings</li> </ul>
<b>Visual</b>	Normal, corrected - Visual acuity sufficient for observation and assessment necessary for patient assessment	<ul style="list-style-type: none"> <li>• Observe patient responses</li> <li>• Identify and distinguish colors</li> <li>• Accurately read mm markings on small dental instruments</li> </ul>
<b>Tactile</b>	Tactile ability sufficient for gross and fine motor coordination necessary for delicate manual assessment of oral tissues	<ul style="list-style-type: none"> <li>• Perform palpation, functions of physical examination and/or those related to therapeutic intervention.</li> </ul>
<b>Environmental</b>	Ability to tolerate environmental stressors	<ul style="list-style-type: none"> <li>• Work with chemicals and detergents</li> <li>• Tolerate exposure to fumes and odors</li> <li>• Work in areas that are close and crowded</li> </ul>

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. If I ever have any change in my ability to meet these standards, I will inform the Dental Programs Coordinator without fail.

**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: \_\_\_\_\_ GCSC Student ID # or SS# \_\_\_\_\_

2. Please Check One: Salaried Employee  Unsalariated 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:

Total Number of Hours Observed: \_\_\_\_\_ and/or Total Number of Months Work Experience: \_\_\_\_\_

Dates of supervision:

From: \_\_\_\_\_ 20\_\_\_\_ To: \_\_\_\_\_ 20\_\_\_\_\_

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

\_\_\_\_\_  
Signature of Supervising Dental Assistant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Supervising Dentist

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name & Address of Supervising Dentist