



## DENTAL ASSISTING – Fall 2020

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/academics/programs/dental-assisting-certificate/index.html> 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. *The program utilizes a selective admissions process with an application deadline of **June 15, 2020**.* 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. **IN ADDITION TO OTHER REQUIRED DOCUMENTS, THE TECHNICAL STANDARDS FORM AND THE TEST REQUIREMENT FORM MUST BE INCLUDED WITH YOUR APPLICATION.**

If you have any questions or need assistance, please contact Ms. Laurie Womble (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,

*Laurie Womble*

**Laurie Womble, CDA, BHS**  
**Coordinator of Dental Assisting**  
5230 West U.S. Highway 98  
Panama City, FL 32401-1058  
Office: 850.769.1551, ext, 5842  
Fax: 850.747.3246  
Email: [lwomble@gulfcoast.edu](mailto:lwomble@gulfcoast.edu)



## **PROGRAM ACCREDITATION:**

The Dental Assisting and Dental Hygiene programs offered by Gulf Coast State College were initiated in 1970 and 1996, respectively. The programs in dental assisting and dental hygiene are accredited by the Commission on Dental Accreditation and have been granted the accreditation status of “approval without reporting requirements.” The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at 312. 440.4653 or at 211 East Chicago Avenue, Chicago, IL 60611. The Commission’s web address is: <http://www.ada.org/en/coda>. The most recent evaluation of both programs was in November 2011; this was the Commission’s sixth site evaluation of the Dental Assisting Program and fourth site evaluation of the Dental Hygiene program.

## **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.

## **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 (i.e. TABE/CPT/PERT/ACT/SAT), 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. In addition, students will be required to provide their own transportation to external site rotations (off campus) for assigned observations during the Spring and Summer semesters.

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; this document 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.







**DENTAL ASSISTING PROGRAM**  
**Curriculum Sequence**

**Fall:**

DEA 0020C	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 1608 or equivalent 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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**GULF COAST STATE COLLEGE  
DENTAL ASSISTING PROGRAM  
ESTIMATED PROGRAM PLAN/EXPENSE SHEET FALL 2020/SPRING 2021**

<b>FALL SEMESTER</b>		<b>Credit</b>	<b>Tuition</b>	<b>Lab Fee</b>	<b>Total</b>
DEA 0020C	Pre-Clinical Procedures	6 v	\$527.22	\$93.00	\$620.22
DEA 0800L	Clinical Practice I Lab	1.5 v	\$131.81	\$94.00	\$225.81
DEA 0134	Introductory Pharm/Off Emer	2 v	\$175.74		\$175.74
DEA 0133	Introductory Microbiology	1 v	\$87.87		\$87.87
DES 1000	Dental Anatomy	2 c	\$197.50		\$197.50
DES 1010	Head & Neck	2 c	\$197.50		\$197.50
DES 1100C	Dental Materials	3 c	\$296.25		\$296.25
DES 1200	Dental Radiology I	2 c	\$197.50		\$197.50
DES 1200L	Dental Radiology I Lab	1 c	\$98.75	\$184.00	\$282.75
DES 1320	Basic Communications & Human Relations	1 c	\$98.75		\$98.75
<b>Fall Textbook Bundle</b>					\$387.39
<b>In- State</b>			\$2,008.89	\$371.00	\$2,767.28
<b>Out of State</b>			\$7,522.82	\$371.00	\$8,281.21
<b>SPRING SEMESTER</b>		<b>Credit</b>	<b>Tuition</b>	<b>Lab Fee</b>	<b>Total</b>
DEA 0132	Dental Nutrition	1 v	\$87.87		\$87.87
DEA 0801	Clinical Practice II	2 v	\$175.74		\$175.74
DEA 0801L	Clinical Practice II Lab	6 v	\$527.22	\$44.00	\$571.22
DES 0501	Dental Practice Management	1 v	\$87.87		\$87.87
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	\$36.00	\$134.75
DES 1404	Introductory Anat & Phys	2 c	\$197.50		\$197.50
DES 1832	Expanded Functions	1 c	\$98.75		\$98.75
DES 1832L	Expanded Functions Lab	1 c	\$98.75	\$46.00	\$144.75
DEH 1400	Oral Pathology	2 c	\$197.50		\$197.50
<b>Spring Textbook Bundle</b>					\$188.22
<b>In- State</b>			\$1,756.57	\$126.00	\$2,070.79
<b>Out of State</b>			\$6,613.50	\$126.00	\$6,927.72
<b>SUMMER SEMESTER</b>		<b>Credit</b>	<b>Tuition</b>	<b>Lab Fee</b>	<b>Total</b>
DES 0850L	Clinical Practice III	6.5 v	\$571.16		\$571.16
<b>In- State</b>			\$571.16		\$571.16
<b>Out of State</b>			\$2,207.53		\$2,207.53
<b>Total In-State Estimated Costs</b>			\$4,336.62	\$497.00	\$5,409.23
<b>Total Out-of-State Costs</b>			\$16,343.85	\$497.00	\$17,416.46

**GULF COAST STATE COLLEGE  
DENTAL ASSISTING PROGRAM  
ESTIMATED PROGRAM PLAN/EXPENSE SHEET FALL 2020/SPRING 2021**

**Estimated Additional Expenses**

2 Uniform Scrub Sets	\$ 60.00
1 Clinic Shoes	\$ 40.00
1 Safety Glasses with side shields	\$ 10.00
1 Blood pressure cuff/stethoscope	\$ 50.00
 CASTLEBRANCH Corporation:	 \$ 166.50*
• Criminal Background Check	
• Physical / Immunizations / Drug Testing	
CPR	\$ 55.00
<i>*Fee may increase based on student employment history</i>	
 HESI Exit Exam	 \$ 55.00
Graduation Pin	\$ 50.00
Dental Assisting National Board	<u>\$ 425.00</u>
Total	<u><b>\$ 911.50</b></u>

**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 2019-2020 General Catalog (page 21)





**Application Deadline  
is June 15, 2020**

**DENTAL ASSISTING PROGRAM**  
**ADMISSIONS PROCESS GUIDE**

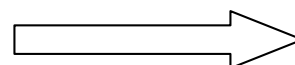
**IMPORTANT:** *All items must be received and posted to the student's computer record prior to the application deadline or the application will be considered incomplete.*

**THE DENTAL ASSISTING PROGRAM APPLICANT (STUDENT) MUST COMPLETE/SUBMIT THE FOLLOWING:**

- Apply for general admission to Gulf Coast State College (IF NOT CURRENTLY ENROLLED)**  
Call 850.872.3892 or visit GCSC Enrollment Services to receive information regarding the college admissions process. There is an application fee and applications are available online at:  
<http://www.gulfcoast.edu/admissions/default.htm>.  
**When completing the GCSC application, please select the major code for Dental Assisting (DEAS-VC).**
  
- 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 Enrollment Services at Gulf Coast State College. 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 application 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	PERT	ACT	SAT	College Course
Reading	≥10	≥87	≥18	Old: ≥440 (Verbal) New: ≥24	REA 0019 or higher with Grade of "C" or higher
Language	≥10	≥93	≥17		ENC 0022 or higher with Grade of "C" or higher
Math	≥10 (Arithmetic)	≥66	≥19 (Math)	Old: ≥440 (Math) New: ≥24	MAT 0012 or higher with Grade of "C" or higher

**Checklist continued on back of this sheet**



If the applicant wishes to use test scores to demonstrate competency for any of the quantitative methods 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 application 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 in order to receive a certificate.*

**Application to the Dental Assisting Program (Submit the following forms) to the Health Sciences Division, Room 200:**

1. Application Form
2. Technical Standards Form
3. Placement Test Requirement Form

**THE FOLLOWING ITEMS ARE NOT REQUIRED;**

**HOWEVER, ADDITIONAL ENHANCEMENT POINTS WILL BE AWARDED TO APPLICANTS WHO SUBMIT:**

- 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:
- BSC 2085 & BSC 2085L (equivalent to DES 1404)
  - MCB 2004 (equivalent to DEA 0133)
  - SPC 1608 (equivalent to DES 1320)
  - HUN 1201 (equivalent to DEA 0132)
- Previous dental assisting experience** - documented with a letter of verification from employer(s) on the employer(s) letterhead.
- Letters of Recommendation (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)

**DEADLINE TO SUBMIT APPLICATION AND ASSOCIATED DOCUMENTATION IS JUNE 15, 2020**

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

*(Specific information regarding requirements will be provided to you upon acceptance.)*

- A. **Satisfactory fingerprint/criminal background check** - Gulf Coast State College utilizes CastleBranch Corporation for this service, as well as tracking compliance with immunizations and other program requirements. Criminal background checks performed through other agencies will not be accepted.
- B. **Physical & Drug Screening** - forms will be provided
- C. **Health Sciences Division Report of Immunization History to include:**
  - ◆ Hepatitis B vaccine series (or declination waiver)
  - ◆ PPD Mantoux/TB Test: Annually (May require chest radiograph if previously tested positive)
  - ◆ MMR
  - ◆ Tetanus (every 10 years)
- D. **Cardiopulmonary Resuscitation (CPR certification) for HEALTH CARE PROVIDERS**
  - ◆ American Heart Association BLS Provider course.  
*No other CPR course will be accepted.*
- E. **\*Attend IPE: Healthcare and Public Safety (formerly known as Health Sciences Orientation) to include the following lectures:**
  - Prevention of Medical Errors
  - Domestic Violence
  - HIV/AIDS
  - HIPAA
  - Infection Control

*\*Please see advisor for IPE: Healthcare and Public Safety schedule.*

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Only application folders that are **current and complete** will be considered for selection.

Materials from previous application attempts **will not** be “rolled over” to a new application year.

It is the **applicant’s** responsibility to make sure his/her application folder is complete prior to the deadline.

Late applications will only be considered if a sufficient pool of qualified applicants does not exist.

**Please contact us if you have any further questions:**

**Laurie Womble, CDA, BHS**  
**Coordinator of Dental Assisting**

Gulf Coast State College  
G. Tapper Health Sciences Bldg. Room 108  
Email: lwomble@gulfcoast.edu  
Office: 850.769.1551, ext. 5842  
Fax: 850.747.3246

**Adam Carlini, BA**  
**Academic Program Specialist, Health Sciences**

Gulf Coast State College  
G. Tapper Health Sciences Bldg. Room 200  
Email: ucarlini@gulfcoast.edu  
Office: 850.913.3311

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit:

[www.gulfcoast.edu/ge/deas](http://www.gulfcoast.edu/ge/deas)

Gulf Coast State College is an equal access, equal opportunity institution which does not discriminate against any person in its programs, activities, policies, or procedures on the basis of race, ethnicity, color, national origin, marital status, religion, age, gender, sex, pregnancy, sexual orientation, gender identity, genetic information, disability, or veteran status.

All questions or inquiries regarding compliance with laws relating to non-discrimination and all complaints regarding sexual misconduct or discrimination may be directed to the Executive Director of Human Resources / Title II / 504 / Title IX Coordinator and Employment Equity Officer, Gulf Coast State College, 5230 W. U.S. Highway 98, Panama City, FL 32401; 850.872.3866.

# 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 (850) 913-3311  
Fax: (850) 747-3246

Application Deadline is  
June 15, 2020

### DENTAL ASSISTING PROGRAM 2020

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

Name: \_\_\_\_\_  
First
Middle
Last
Maiden Name

**Mandatory** GCSC Student ID #: **A0** \_\_\_\_\_ Male  Female

Home Address: \_\_\_\_\_  
Street & Number
City
State
Zip
County

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 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, PERT, 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.

Subject	TABE	PERT	ACT	SAT	College Course
Reading	≥10	≥87	≥18	≥440 (Verbal) New: ≥24	REA 0019 or higher with grade "C" or higher
Language	≥10	≥93	≥17		ENC 0022 or higher with grade "C" or higher
Math	≥10 (Arithmetic)	≥66	≥19 (Math)	≥440 (Math) New: ≥24	MAT 0012 or higher with grade of "C" or higher

Students who are exempt from taking the college-entry level examinations are those who have earned college-level credit in English and mathematics OR have earned CPT, PERT, 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 Test of Adult Basic Education (TABE), please contact Laurie Womble, Assistant Coordinator of Dental Assisting at 850.747.3217.

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

\_\_\_\_\_  
**Student's Signature**

\_\_\_\_\_  
**Date**



**DENTAL ASSISTING PROGRAM**  
**Observation / Work Experience Form**  
**2020**

The person who supervises the observation/experience must sign the statement of observation/work experience form.

When completing this form, indicate the types of dental-related experience.

**PLEASE DOCUMENT 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: \_\_\_\_\_  
Address: \_\_\_\_\_

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:

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 and Address of Supervising Dentist