

# Dental Assisting Admissions Procedure

Illinois Valley Community College's Dental Assisting Program starts in the Fall semester of each year, with classes held during the following Fall, Spring and Summer semesters. A certificate from Illinois Valley Community College will be awarded at completion of all required classes at the completion of the summer semester.

The Letter of Intent to the Dental Assisting Program will be available on the dental assisting [web page](#). The deadline for submitting the Letter of Intent is April 1<sup>st</sup>. Late applications are accepted until all seats are filled.

## Step 1: Application

- Submit a completed application electronically for enrollment in Illinois Valley Community College. Visit [www.ivcc.edu/apply](http://www.ivcc.edu/apply) for the application.
  - If you wish to take general education courses for the Dental Assisting program prior to admission, the general application to IVCC referenced above will suffice for admission. Please note this does not take the place of an application for the DA program.

## Step 2: Transcripts

- Submit an official high school transcript and official post-secondary transcripts for all institutions attended to Ashlee Fitzpatrick in the Admissions Office. Applicants who have obtained a GED/HSE diploma must submit an official GED/HSE transcript, obtained through their county's Regional Office of Education.

## Step 3: Placement Testing OR Completion of Courses

Placement testing is required for entry into the Dental Assisting Program.

- English requirements
  - Placement into ENG 1001 **or**
  - Completion of ENG 0900 **or**
- Reading Requirements
  - Placement into RED 1001
  - Completion of RED 0900

## Step 4: Maintain GPA

- Applicants must have earned a 2.0 GPA (minimum) in high school, or a GED/HSE diploma.
- Applicants who did not earn a minimum 2.0 GPA may meet the requirement by completing at least six hours of college coursework (at IVCC or elsewhere) with a minimum cumulative 2.0 GPA.
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# After Acceptance into the Dental Assisting Program

## Step 5: Set up IVCC email and Complete Online Orientation

Communication is conducted via email and Blackboard Orientation Group prior to the start of the program. It is imperative that students have their IVCC email accounts set up correctly and check them daily for any updates or reminders. You will also be required to complete an online orientation if you have never previously taken an online course at IVCC. You are also able to take this orientation for any helpful tips for the upcoming semester.

## Step 6: Submit Completed Physical Form and Immunization Records

Submit to the Dental Assisting Program Coordinator a properly completed physical form, found on the Dental Assisting Webpage, and included in your acceptance packet, fully completed immunization records **after acceptance to the program**. The physical form is to be signed by a licensed physician, physician's assistant, or nurse practitioner and uploaded into Castle Branch by August 1st. Failure to meet this deadline will result in being removed from the list.

## Step 7: Healthcare Provider CPR

All students must have a current Healthcare Provider CPR card. Students are required to find a class at a local hospital and complete the training before the first day of class. Current Healthcare Provider CPR cards need to be uploaded into Castle Branch by August 1<sup>st</sup>. If you fail to provide a current Healthcare Provider CPR card, you will be removed from the roster. *Please note: you cannot obtain a healthcare provider CPR certification online. This must be completed face-to-face.*

## Step 8: Criminal Background Check and 10-Panel Drug Screen

All students admitted into the IVCC Dental Assisting Program will be required to submit required information for a background check. Information will be submitted to [www.castlebranch.com](http://www.castlebranch.com) prior to the start of the fall semester. This background check will be good for two consecutive years.

- Go to [www.castlebranch.com](http://www.castlebranch.com)
- In the upper right corner where it says "Place Order" enter the Package Code IL37 and hit Submit.
- Follow the directions and submit by the deadline of August 1<sup>st</sup>.
- The fee is \$52.00

All students who are enrolled in the IVCC Dental Assisting Program must successfully pass a urine drug screen. Drug Screen information can be found on Castle Branch. Authorization for the drug screen shall be furnished by the student and the student shall be responsible for the required fees. Drug screens conducted prior to this request will not be accepted and must be repeated. If a prospective student refuses to complete the drug screen, the student will be dismissed from the program. Following the initial drug screen students may be subject to random drug screening for reasonable suspicion, or if the student has been out of the program longer than one year.

Drug Screenings can be completed at your local hospital's Occupational Health Department.

## Step 8: Attend Mandatory Orientation

Once you have been accepted to the program, you may start working on other requirements, but a **mandatory orientation** will take place in July to discuss the requirements of the program, and to answer any questions or concerns you may have. You will also place your order for your class uniform and laboratory jacket. There will be an assortment of sizes and styles for you to try before you purchase.

## ACCEPTANCE PROCEDURE

- The Dental Assisting Program accepts a maximum of 24 students for entry each Fall semester.
- Applicants are conditionally accepted based upon their completion of steps 1-4 of the admission requirements.
- The applicants will be ranked by their Individual Index Number.
- The first 24 applicants who complete steps 1-4 before April 1 of the year they wish to enter the program, will have a full acceptance, pending steps 5-8.
- Applicants who apply to the Dental Assisting Program after the 24 seats are filled will be placed on an alternate list after completing admission requirements 1-4.
- If any of the applicants who have been accepted to the program should forfeit their acceptance, those applicants on the alternate list will be contacted in the order in which their names appear on the list and will be given an opportunity to enroll.
- If an applicant whose name appears on the alternate list is not afforded an opportunity to begin classes during the year in which he or she has made application, that applicant will need to submit another application for admission in the year he or she wishes to be considered for admission (Admission requirements may change from year to year.)
- Any applicant who forfeits his or her acceptance will not be guaranteed acceptance in any subsequent year. The applicant must reapply if he or she wishes to be considered for acceptance at a later date.