DENTAL ASSISTING ADMISSIONS HANDBOOK

Illinois Valley Community College's Dental Assisting Program begins in August of each year, with classes held during the following Fall, Spring and Summer semesters.

There are two options for the Dental Assisting Program:

1. Dental Assisting Certificate
2. Associate in Applied Science in Dental Assisting

Those wishing to continue their education beyond Dental Assisting will need to complete the AAS in Dental Assisting using the courses listed on the guidesheet found <u>here</u>.

A certificate from Illinois Valley Community College will be awarded at completion of all required classes at the completion of the summer semester. Students have the option of completing an AAS in Dental Assisting in addition to the certificate.

The deadline for submitting the application is May 1. Late applications are accepted until all seats are filled.

IVCC's Dental Assisting Program is a requirement for Admission into the Dental Hygiene Program thanks to IVCC's unique Career Laddering Program in Dental.

ACCEPTANCE PROCEDURE

1. The Dental Assisting Program accepts a maximum of 24 students for entry each Fall semester.
2. Applicants are conditionally accepted based upon their completion of steps 1-4 of the admission requirements.
3. The applicants will be ranked by their date of application and GPA first and foremost. In the event of an influx of qualified applications, bonus points will be used to determine the top 24 students. More information on bonus points can be found at the end of this document.
4. The top 24 applicants who complete steps 1-4 before May 1 of the year they wish to enter the program, will have a full acceptance, pending steps 5-8.
5. 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.
6. If any of the applicants who have been accepted to the program should forfeit their acceptance, those applicants on the waitlist will be contacted in the order in which their names appear on the list and will be given an opportunity to enroll.

7. If an applicant whose name appears on the waitlist 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.)

8. 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.

STEP 1: APPLICATION

Submit a completed application electronically for enrollment at Illinois Valley Community College and Select Limited Admissions Program: Dental Assisting

Visit www.ivcc.edu/apply for the application.

STEP 2: OFFICIAL TRANSCRIPTS

Submit an official high school transcript and official post-secondary transcripts, with graduation date, for all institutions attended to the office of Admissions, Records, and Transfer Services. Applicants who have obtained a GED/HSE diploma must submit an official GED/HSE transcript, obtained through the Regional Office of Education in the county in which you tested.

STEP 3: PLACEMENT TESTING OR COMPLETION OF COURSES

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

1. English requirements
   a. Placement into ENG 1001 (RED and ENG placement are pre-requisites to this course) or
   b. Completion of ENG 0900 (or equivalent) and RED0900 (or equivalent) with a C or better in both when required by placement scores

STEP 4: MAINTAIN GPA

1. Applicants must have earned a 2.0 GPA (minimum) in high school, or a GED/HSE diploma.
2. 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.

AFTER ACCEPTANCE INTO THE DENTAL ASSISTING PROGRAM

STEP 5: SET UP IVCC EMAIL AND COMPLETE ONLINE ORIENTATION

Communication is conducted via email and via Brightspace course: DLA 0001-01: Dental Assisting Orientation 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 a separate online orientation, CSP 0002: Orientation Distance Learning, if you have never previously taken an online course at IVCC.

STEP 6: SUBMIT COMPLETED PHYSICAL FORM AND IMMUNIZATION RECORDS

Submit the Student Health Form: Physical and Immunizations found in Brightspace to CastleBranch before July 31. Failure to do so will result in removal from the program and students will need to reapply for the following academic year.

The physical form must be completed and signed by a licensed physician, physician's assistant, or nurse practitioner.

STEP 7: HEALTHCARE PROVIDER CPR

Dental Assisting students must hold a current BLS Provider CPR Certification valid for the duration of the program.

Students will be required to register for one of the two class options offered on-campus, unless a current BLS Provider CPR card is verified and approved by the Dental Assisting Program Coordinator. The cost for this CPR class ranges from $40-$55. More information on class dates and times, and instructions on registration will be sent after your initial acceptance to the program.

STEP 8: CASTLEBRANCH: CRIMINAL BACKGROUND CHECK 10-PANEL DRUG SCREEN, CLINICAL REQUIREMENTS TRACKER

All students admitted into the IVCC Dental Assisting Program will be required to complete a background check through CastleBranch. Students will be required to create an account and purchase the package at www.castlebranch.com prior no later than July 1.

The package includes:

1. Background Check
   a. Valid for two consecutive years
2. 10-panel Drug Screen
   a. Custody and Control form must be printed and taken to a Eligible Quest testing facility.
3. Clinical Requirements Tracker
   a. Student Health Form: Physical and Immunizations
      i. Measles (Rubeola), Mumps, & Rubella
      ii. Hepatitis B
      iii. Tuberculosis (TB)
         1. 2-Step Skin Test, QuantiFERON Gold Blood Test, or T-Spot Blood Test
      iv. Tetanus (within 10 years)
   b. CPR Certification
   c. Proof of Health Insurance
   d. Student Handbook Agreement
   e. Confidentiality Statement and Photography Release

To purchase your package, complete the following steps:

1. Visit www.castlebranch.com
2. In the upper right corner where it says "Place Order" enter the Package Code IL37 and hit Submit.
3. Follow the directions and submit by the deadline of July 1st.
4. The fee is $153.00

*The background check and drug screen take at a minimum 2 weeks to complete. Students must purchase and begin uploading documents by July 1 to ensure that requirements are accepted by the deadline of July 31. More information can be found on Brightspace in the DLA 0001-01: Dental Assisting Orientation Course.

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STEP 8: ATTEND MANDATORY ORIENTATION

Once you have been accepted to the program, you will be enrolled in an online orientation course through Brightspace, and you may start working on other program requirements. A mandatory face-to-face orientation will take place in July to discuss the requirements of the program, and to answer any questions or concerns you may have. Students will not be registered for classes until the attendance in the face-to-face orientation is verified.

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IVCC DENTAL ASSISTING POINT CALCULATION SHEET

A.) Grade Point Average (GPA) at time of application (high school or college credit).

➤ **Cumulative grade point average is calculated by all points earned divided by hours attempted for all course work you have taken.**

> 4.00 – 3.75 = 5 points
> 3.74 – 3.50 = 4 points
> 3.49 – 3.00 = 2 points
> 2.99 – 2.75 = 1 points

B.) Previous Application

➤ If you applied last year to the Dental Assisting program and were qualified but not accepted, you will be awarded 1 point.

C.) Work experience in a dental related field.

➤ In this category points are awarded based on your work and/or volunteer experience in a dental office, dental lab, mobile dental clinic, or other dental related fields. Full time is considered 32 hours or more per week. Part time is considered less than 32 hours per week. A work verification form must accompany your application. You do not have to be currently employed to earn points for work experience.

- Work Full Time for one or more years = 2 points
- Work Part Time one or more years = 1 points

D.) Grades earned in general education courses (not required for certificate).

➤ Applies to each of the following courses: ENG 1001 English Comp I OR ENG 1205 Technical Writing, BIO 1007 Anatomy and Physiology I, 1008 Anatomy and Physiology II, BIO 1009 Microbiology, CHM 1004 Chemistry, PSY 1000 General Psychology, SOC 1000 Intro to Sociology, BIO 1200 with Lab*

> Number of points earned for:
> Grade A = 3 points
> Grade B = 2 points
> Grade C = 1 points

E.) **Completion of related courses.**

➤ In this category, points are awarded for courses taken that may help the student throughout the dental hygiene program. These courses are not required to complete the program. 1 point will be awarded for each course completed with a "C" or higher.

ALH 1000 Intro to Nutrition = 1 point

ALH 1001 Terminology of the Health Field = 1 point

ALH 1002 Human Growth & Development = 1 point

F.) **Prior Educational Experience.**

BA/BS Degree = 2 point

AAS/AA/AS Degree = 1 point

Total Points Earned:_____

***Although you may meet the eligibility requirements to apply for the Dental Assisting program, your point total may not be enough for acceptance into the program. Applicants are ranked based on this points system, and the top 24 students will be accepted. Anyone falling below this threshold will be placed on the waiting list. Feel free to contact an advisor to discuss ways you might increase your point total and increase your chances of acceptance into the program in the future.