The program is accredited by the American Dental Association, Commission on Dental Accreditation since 1961 and approved by the Dental Board of California. The program is designed to prepare students for the Dental Assisting National Board Examination for national certification as well as the Registered Dental Assistant Examination for state licensure. Additionally, the program is approved to offer the Orthodontic Assistant Permit (OAP) to qualified applicants that complete the RDA program.

Dental Assisting Program/Careers

Dental Assistants are an important member of the dental health team. Dental Assistants greatly increase the efficiency of the dentist in delivery of quality oral health care. You must be a team-oriented individual who enjoys working with people. This career is for you if you have good hand/eye coordination, like working on a schedule and seek satisfaction in helping others. Specific tasks may be performed such as assisting with and providing direct patient care including helping the patient feel comfortable before, during, and after treatment, taking and developing dental radiographs (x-rays), sterilizing instruments, taking impressions, and performing office management tasks. Dental Assistants also communicate with other health care professionals, dental suppliers, business contacts, and insurers. Employment positions are available in dental offices, hospitals, clinics, dental schools and professional sales. Dental Assisting offers variety, flexibility, excellent working conditions, and personal satisfaction. According to the latest Bureau of Labor Statistics (www.bls.gov), “Employment is expected to increase much faster than average; job prospects are expected to be excellent.”

Infection Control Guidelines

Applicants are advised of the following Infection Control Guidelines as outlined by the Center for Disease Control (CDC): The prevention of cross contamination and transmission of infection to all persons, including: patients, Dental Health Care Professionals (DHCP), faculty, students, and non-clinical staff is the professional responsibility of all dental personnel. PCC Dental Assisting and Dental Hygiene programs have adopted policies and procedures that represent a comprehensive and practical infection control program, based upon federal guidelines (Center for Disease Control). A fundamental principle of an effective infection control program is to exercise care, precautions and effective control techniques that can keep infectious microbes within manageable limits of the body's normal resistance to disease. Individuals at high risk of infectious diseases (HBV, HCV and HIV) among DHCP are those who perform tasks that might involve contact with blood, blood-contaminated body substances, other body fluids, or sharps should be vaccinated. Vaccination can protect both DHCP and patients
from infectious diseases and whenever possible should be completed when DHCP are in training and before they have contact with blood. Compliance with these policies and procedures are an ethical obligation and responsibility of all participants in the delivery of care at PCC.

Guidelines for Infection Control in Dental Health Care Setting – 2003, 12/19/03 52(RR17); 1-61. http://www.cdc.gov/mmwr/preview/mmwrhtml/rr5217a1.htm

PCC’s Dental Assisting program has a long history of providing students with the highest quality education and skills at low cost. The Dental Assisting program also provides students with hands on and clinical internship experiences at approved off-campus clinical sites.

Skills and Abilities

All applicants and students must be able to fulfill certain “technical standards”. These standards are the essential requirements of the Dental Programs that students must master to successfully participate in the program and become employable in the dental field.

Technical Standards for students in the Dental Assisting Program:

• Students must possess the manual dexterity and visual capacity to perform technical procedures, properly manipulate dental materials and transfer instruments.

• Students will be required to communicate in an effectual manner with both verbal and written language. Students will be required to read and comprehend technical material as well as write technical reports in a clear and concise manner. In addition all students must be able to verbally communicate effectively with patients, co-workers and other dental personal.

• Each applicant needs to assess his/her own ability to meet the above technical standards.

All applicants must demonstrate minimal competence in all major course objectives which include, but are not limited to, the following:

• Utilize appropriate oral and written communications

• Establish and maintain appropriate relationships with patients, families and other health care professionals conducive to providing quality

• Demonstrate ability to perform clinical skills such as taking patients vital signs, performing intraoral exam, placing topical anesthetic, taking impressions for study models, etc. Demonstrate personal and professional qualifies such as appropriate initiative, good judgment, flexibility, self-confidence, resourcefulness and tact

• Demonstrate ethical and professional abilities

• Demonstrate organizational skills including time management, record keeping and ability to work as a member of a professional health care team

• Demonstrate ability to adapt rapidly and appropriately to new clinical setting and environment

• Ability to handle the stresses of an intensive academic and clinical training program

• Ability to apply universal precautions when indicate

Reasonable accommodations will be made for disability after the student notifies the DSPS office of the disability and the disability has been documented by appropriate professionals.

Qualified applicants are expected to have computer proficiency and be able to perform math computations and beginning stats with:

• Word Processing: creating a new file; saving files; changing margins, font and style format; inserting and formatting tables; and inserting and formatting headers and footers

• Spreadsheets: creating a new file; saving files

• Using the internet: sending email messages with and without attachments; receiving email messages with and without attachments; viewing and saving email attachments navigating the web

• Perform scholarly work in literature review and research assignments

• Complete Computer/Research Form

Health Considerations

Pregnancy Advisory: all clinical affiliates require immunizations. All students must be immunized to participate in clinical education. Pregnancy may affect immunization and or other program requirements. If you are pregnant or planning on pregnancy (while enrolled) Please consult with the Program Director. A statement from the student health care provider will be required noting the student may proceed through the program with “no limitations” will be required of all pregnant students.

Latex Advisory: the use of latex-based products may exist in the health care environment so that they may receive information to make an informed decision regarding their exposure to latex in the health care field. Individuals with latex allergies should seek expert advice from their health care provider so that they may receive information to make an informed decision regarding their exposure to infectious diseases in the healthcare field. A statement from the student’s healthcare provider noting that the student may proceed through the program with no limitations will be required of all students declaring an immunization allergy.
Additional information regarding a qualified applicant:

The Dental Program Applicant should:

1. Possess sufficient physical, motor, intellectual, emotional and social/communication skills to provide for patient care and safety and the utilization of equipment. Performance standards for Dental programs are outlined on the following page.

2. Applicants are strongly encouraged to learn as much as possible about the dental assisting profession by volunteering, touring a dental office or career shadowing to ascertain if she/he will enjoy a career in dental assisting and will be able to perform the professional duties of the dental care employee without injuring oneself or a patient.

<table>
<thead>
<tr>
<th>Issue</th>
<th>Standard</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Critical Thinking</td>
<td>Critical thinking sufficient for clinical judgment</td>
<td>Take and interpret medical histories and x-rays; develop treatment plans, set up for procedures and react to medical emergencies</td>
</tr>
<tr>
<td>Interpersonal</td>
<td>Interpersonal abilities sufficient to interact with individual, families and groups from a variety of social, emotional cultural and intellectual backgrounds</td>
<td>Provide oral hygiene/oral health care, instruction to patient/parents. Explain informed consent, x-rays, procedures and treatment plans. Establish good patient rapport</td>
</tr>
<tr>
<td>Communication</td>
<td>Communication abilities sufficient for interaction with others in verbal and written forms</td>
<td>Communicate during the delivery of oral health care services, document procedures and consult with other health care providers</td>
</tr>
<tr>
<td>Mobility</td>
<td>Physical abilities sufficient to move from room to room and maneuver in small spaces as well as ability to sit for several hours at a time</td>
<td>Sit chair side with patients for prolonged periods of time, seat and or transfer patient. Transfer instruments and equipment to and from sterilization areas</td>
</tr>
<tr>
<td>Motor skills</td>
<td>Gross and fine motor abilities and skills sufficient to provide safe and effective oral health care</td>
<td>Perform all legally delegable functions. May involve tasks which include repetitive motions with wrist and fingers for long periods of time</td>
</tr>
<tr>
<td>Hearing</td>
<td>Auditory ability sufficient to monitor and assess health needs</td>
<td>Assess medically compromised/medical emergencies. Hear indicator tones (curing light units, radiography units and sphygmomanometer sounds) convers with patient/parent, fellow students, etc.</td>
</tr>
<tr>
<td>Visual</td>
<td>Visual ability sufficient for observation and assessment necessary in oral health care</td>
<td>Read, record in patient charts, evaluate tissue write oral health descriptions assess and evaluate needs of the patient</td>
</tr>
<tr>
<td>Tactile</td>
<td>Tactile ability sufficient for physical assessment</td>
<td>Palpate tissue, mix dental materials, transfer instruments, inspect margins of restorations and teeth</td>
</tr>
<tr>
<td>Computer</td>
<td>Word processing, internet, spreadsheets</td>
<td>Ability to utilize a computer for information, written communication and patient records and x-ray</td>
</tr>
</tbody>
</table>
The Application Process

Applications are accepted from January 14th - April 19th for fall enrollment. Additional applications will be accepted year round and applicants will be added to the wait list or spring enrollment. Students will need to complete the application and submit to the School of Health Sciences in W204 located on the main campus, for clearance to enroll in DA 110, 108, 124, 111 pending availability.

Applications may be printed from the following website: www.pasadena.edu/divisions/health-sciences/dental-assisting. Consult with the Dental Assisting Program in R508 or call (626) 585-3308 for additional information. Students will receive an email and letter of acceptance to the program if admitted. Applicants are encouraged to take DA 110, 108 or 111 in the spring semester if available.

Requirements for Acceptance into the Dental Assisting Program

1. The student must be a United States high school graduate, have a GED or Equivalency Report from one of the college's acceptable companies.
2. GPA of 2.0 in high school.
3. GPA of 2.0 for all college coursework.
4. One official transcript of high school and all colleges attended must be submitted. All high school and college/university course work or credit refers to United States accredited schools only.
5. Submit a completed application along with transcripts. No copies or faxed applications will be accepted. Applications can be mailed or hand delivered.

Please mail applications to:

Pasadena City College
Dental Assisting Program
School of Health Sciences W204
1570 East Colorado Blvd
Pasadena, CA 91106

You must also apply to Pasadena City College and submit official transcripts to be eligible to enroll in courses. Applications to the college are accepted online at www.pasadena.edu.

Additional Program Requirements

1. A current CPR/Basic Life Support card for Health Professionals provided by the American Heart Association or American Red Cross must be maintained while in the program. CPR training can be obtained from the American Heart Association and must be completed prior to the first day of classes.
2. After acceptance into the program, submit a completed health questionnaire (provided with acceptance packet) evidencing good health including required immunizations/chest x-ray or Mantoux test prior to the first day of classes.
3. Admission to and continuation in the Dental Assisting program requires the student to maintain a grade of C (75%) or better in all required Dental Assisting courses.
4. Students must provide their own transportation to off-campus clinical sites.
5. A selected uniform and adherence to the dress code is required. (Est. cost $500.00)
6. Plan on additional supplies and equipment to be purchased in addition to textbooks and uniforms. (Est. cost approx. $1,600.00 and $75.00 fee for ADA membership and is due the 1st day of class).
7. Apply for Financial Aid by March 2nd (priority deadline).
8. Students must provide their own “patients” to meet the following required competencies: Radiology Full Mouth and Bitewings (6-7), Pit and Fissure Sealants (4), and Coronal Polish (3). Details will be discussed during orientation.

Criteria and Selection Process for Dental Assisting

The program administrator and faculty, in cooperation with appropriate institutional personnel establish admissions procedures which are non-discriminatory, contribute to the quality of the program, and allow selection of students with potential for successfully completing the program.

There is an established admissions committee which includes the program administrator, representatives of the program faculty, general education faculty and counseling staff. Final acceptance will be given to ONLY to qualified applicants with satisfactory completion of the medical history form, CPR, and submission of any pending transcripts prior to the first day of the fall semester.
Students with Foreign Transcripts

Students with foreign transcripts must have their transcripts evaluated by one of the following three companies prior to applying:

- International Education Research Foundation  
  (310) 258 – 9451  
  www.ierf.org

- Academic Credentials Evaluation Institute  
  (310) 275 – 3530  
  www.acei1.com

- American Education Research Center  
  (626) 339 – 4404

Requirements for the Certificate of Achievement in Dental Assisting

If you are accepted into the Dental Assisting program you will complete the following:

**Required Courses**

- DA 100
- DA 123A
- DA 123B
- DA 110
- DA 111
- DA 124
- DA 127

**Recommended Elective Courses**

- DA 125
- DA 135
- DA 140
- DA 142
- DA 150
- DA 200A
- DA 200B

*DA 127 Fall & Spring Semester rotations are held at the Herman Ostrow Dental School (formerly USC) Los Angeles, California.*

**Additional Courses Required for the Associate in Science Degree**

Consult with a counselor to determine which classes qualify to receive credit in the general education categories of Natural Sciences, Social and Behavioral Sciences, Humanities, Language and Rationality, American Institutions, Health Education and Physical Activity for the Associate in Science degree. Competence must also be demonstrated in reading, written expression, and mathematics. Successful completion of DA 111 Applied Human Behavior and DA 110 courses will count towards diversity requirements.

*Completion of the program does not guarantee licensure or employment*

The RDA license includes a written, practical and law and ethics written exam as well as a background check and fingerprinting. The practical examinations are usually held in late August, the RDA written and law and ethics exam is via computer at various computer testing sites. Coronal Polish, Pit and Fissure Sealants and Ultrasonic Scaling are duties that may only be performed with the RDA license. Students and graduates are responsible for understanding the ethical and legal ramifications of performing duties they are not legally allowed to perform even after completing the required educational courses for all RDA duties. After graduation from the program you must have a current RDA license to perform any RDA duties or Orthodontic Assistant Permit for Orthodontic (OAP) specified duties. All students completing the program will have met the requirements for the 8 hours infection control and 2 hours Dental Practice Act. A graduate may perform Dental Assisting duties as assigned by the Dental Board of California. Course content approved by the Dental Board of California-8 hour Infection Control.

*Policy on Third Party Comments*

The American Dental Association Commission currently publishes, in its accredited lists of programs, the year of the next site visit for each program it accredits. In addition, the Commission publishes in its spring and fall newsletter, Communications Update, those programs being site visited January through June or July through December. Developing programs submitting applications for initial accreditation may be scheduled for site visits after the publication of Communications Update; thus, the specific dates of these site visits will not be available for publication. These programs will be listed in Communications Update with a special notation that the developing programs have submitted applications for initial accreditation and may or may not be scheduled for site visits. Parties interested in these specific dates (should they be established) are welcomed/encouraged to contact the Commission office.

The United States Department of Education (USDE) procedures now also require accrediting agencies to provide an opportunity for third-party comment, either in writing or at a public hearing (at the accrediting agencies’ discretion) with respect to institutions or programs scheduled for review. All comments must relate to accreditation standards for the discipline and required accreditation policies. In order to comply with the department’s requirement on the use of third-party comment regarding program’s qualifications for accreditation or pre-accreditation, the following procedures have been developed.
WHO CAN SUBMIT COMMENTS: Third-party comments relative to the Commission's accredited programs may include comments submitted by interested parties such as faculty, students, program administrators, Commission consultants, specialty and dental-related organizations, patients, and/or consumers.

HOW COMMENTS CAN BE SOLICITED: The Commission will request written comments from interested parties in the spring and fall issues of Communications Update. In fairness to the accredited programs, all comments relative to programs being visited will be due in the Commission office no later than 60 days prior to each program's site visit to allow time for the program to respond. Therefore, programs being site-visited in January through June will be listed in the fall issue of CU of the previous year and programs scheduled for a site visit from July through December will be listed in the spring issue of the current year. Any unresolved issues related to the program's compliance with the accreditation standards will be reviewed by the site visit team while on-site.

Those programs scheduled for review are responsible for soliciting third-party comments from students and patients by publishing an announcement at least 90 days prior to their site visit. The notice should indicate the deadline of 60 days for receipt of third-party comments in the Commission office and should stipulate that comments must pertain only to the standards for the particular program or policies and procedures used in the Commission's accreditation process. The announcement may include language to indicate that a copy of the appropriate accreditation standards and/or the Commission's policy on third-party comments may be obtained by contacting the Commission at 211 East Chicago Avenue, Chicago, IL 60611, or by calling 1/800-621-8099, extension 4653.

Next Site Visit – October 2016 comments are due by August 2016

TYPES OF COMMENTS CONSIDERED: All comments submitted must pertain only to the standards relative to the particular program being reviewed or policies and procedures used in the accreditation process. Comments will be screened by Commission staff for relevancy. For comments not relevant to these issues, the individual will be notified that the comment is not related to accreditation and, where appropriate, referred to the appropriate agency. For those individuals who are interested in submitting comments, requests can be made to the Commission office for receiving standards and/or the Commission's Evaluation Policies and Procedures (EPP).

MANAGEMENT OF COMMENTS: All relevant comments will be referred to the program at least 50 days prior to the site visit for review and response. A written response from the program should be provided to the Commission office and the site visit team 15 days prior to the site visit. Adjustments may be necessary in the site visit schedule to allow discussion of comments with proper personnel.

Adopted: (07/95) Revised: (01/97) Updated: (08/02) Reaffirmed: (01/0
Are you a U.S Veteran or spouse of a U.S. Veteran? ________ Yes (must provide a copy of DD214)

List: Honors or Special Achievements and the year received
________________________________________________________________________________________________________
________________________________________________________________________________________________________
________________________________________________________________________________________________________
________________________________________________________________________________________________________
________________________________________________________________________________________________________
________________________________________________________________________________________________________
________________________________________________________________________________________________________
________________________________________________________________________________________________________
________________________________________________________________________________________________________

Have you previously been accepted to a Dental Assisting Program ________ YES / NO
Have you previously completed any Dental Assisting Program courses at PCC ________ YES / NO
If yes, please list school, year of acceptance, and any courses completed:
________________________________________________________________________________________________________
________________________________________________________________________________________________________
________________________________________________________________________________________________________
________________________________________________________________________________________________________

How did you hear about PCC’s Dental Assisting Program? (Check all that apply)

____ Through a friend/another dental assistant/dentist ______ PCC Dental Assisting brochure
____ Through a graduate from our program ______ High School Counselor/Career Day
____ PCC Health Careers brochure ______ Advertisement (movie, newspaper etc)
____ Health Sciences Division Office ______ Website
____ Health Sciences Division Office ______ Website
____ Other

Indicate any experiences that would demonstrate your ability to work with your hands
________________________________________________________________________________________________________
________________________________________________________________________________________________________
________________________________________________________________________________________________________
________________________________________________________________________________________________________

Indicate any experiences that would demonstrate your ability to work effectively with people
________________________________________________________________________________________________________
________________________________________________________________________________________________________
________________________________________________________________________________________________________
________________________________________________________________________________________________________

Give a summary of your employment history:
Name of Company From To Position
Name of Company From To Position
Name of Company From To Position
Name of Company From To Position

Will you be employed while attending school? ________ Full time____ Part Time___ Position__________

Do you have family care responsibilities? Yes____ No____

Financial Aid:
Requested financial aid ( ) YES ( ) NO Receiving financial aid ( ) YES ( ) NO

Indicate your plans upon graduation from the Dental Assisting Program
____ Private Practice ______ Specialty Practice ______ AS Degree completion
____ Teaching ______ Dental School ______ Dental Hygiene ______ Military ______ Other

List extracurricular endeavors, community services, and hobbies in which you have participated
________________________________________________________________________________________________________
________________________________________________________________________________________________________
________________________________________________________________________________________________________
________________________________________________________________________________________________________

Do you have any additional comments that you feel the Admissions Committee should take into consideration when reviewing your application
________________________________________________________________________________________________________
________________________________________________________________________________________________________
________________________________________________________________________________________________________
________________________________________________________________________________________________________

Do you plan on taking the examinations to become licensed as a Registered Dental Assistant
( ) YES ( ) NO
Do you plan on taking the examination to become a Certified Dental Assistant (National Certification exam)?
( ) Yes ( ) NO
Do you plan on taking the examination to become an Orthodontic Assistant.
( ) Yes ( ) NO

Special Statement: This program is approved by the Dental Board of California and is accredited by the Commission on Dental Accreditation of the American Dental Association. Upon successful completion of the curriculum, a student is eligible to take the national written (CDA) exam to obtain the Certified Dental Assistant status and the California State board written and practical (RDA) examinations to obtain the Registered Dental Assistant License. Applicants for RDA licensure are required to submit official fingerprints and undergo a criminal history investigation prior to receiving a license. The law provides for denial of licensure if you have been convicted of certain felonies.

Signature __________________________ Date ___________________