



COLLEGE of
CENTRAL
FLORIDA
—an equal opportunity college—

DENTAL ASSISTING PROGRAM INFORMATION AND APPLICATION PACKET

Dental Assisting programs are **limited access**.

A limited access program is one in which both program admission and course registration are restricted to a certain number of students meeting predetermined criteria. Limited access status is justified when student demand exceeds available resources or accreditation requirements (i.e., student/faculty ratios, instructional facilities and equipment, clinical sites) or the nature of the program calls for specific admission requirements.

Limited access programs have admissions processes and criteria beyond general college admissions. While any student meeting the minimum criteria is encouraged to apply, not all applicants may be accepted.

Admission criteria for the Dental Assisting program follow and are explained in more detail inside this packet.

- High school diploma
- Admission to the College of Central Florida
- Application to the Dental Assisting program
- Minimum scores of 10 in each area (language, reading and math) of the TABE, Test of Adult Basic Education
- Completion of the Psychological Services Bureau (PSB-RN)
- Completion and documentation of eight hours of chairside observation with a dental assistant
- One-page paper on observation experience
- The Associate in Science also requires the CPT/PERT test for general educational courses



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Dear Applicant:

A very exciting career in dental assisting is available at the College of Central Florida. Students learn best through a variety of methods. The Dental Assisting program is of unique nature and involves various ways of studying. It is designed to learn through classroom lectures, skills lab hours, clinical rotations at our Hampton Center as well as clinical rotations in the dental communities of Marion, Citrus and Levy counties.

The enclosed application and information packet will explain the application process to CF and the Dental Assisting program. I encourage you to attend a FREE Dental Assisting information session. To confirm dates about information sessions, please visit our website at www.CF.edu/Dental. There is never a better time than **TODAY** to begin a new and exciting career in the field of dentistry.

If you are interested in this program please contact one of us below so that we may assist you with scheduling and any academic advising needs. We look forward to working with you in the planning of your future as a health professional.

College of Central Florida
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Program Manager, Professor
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Dental Assisting College of Central Florida

The Dental Assisting program is designed to train individuals to become professionals in a dental health environment. Upon completion of the program, students are eligible to sit for the Dental Assisting National Board. The program in dental assisting is accredited by the Commission on Dental Accreditation and has 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 60611-26787. The Commission’s web address is: <http://www.ada.org/100.aspx>.

The philosophy of the program is such that it stimulates student’s learning in communication, decision-making, problem-solving, independent thinking as well as knowledge needed for performing dental assisting tasks in the office. The program is designed for the dedicated and motivated students who will graduate with qualifications to sit for the Dental Assisting National Board and ultimately become professional members of a dental team. The program is a full-time, three-semester daytime program. Students need to be flexible, mature and responsible.

GOALS:

- To provide knowledge and skills for the students so they can effectively work in all areas of dentistry
- To prepare the student for certification in advanced functions
- To prepare the student to successfully pass the Dental Assisting National Board
- To meet the job-market requirements for the community
- To provide additional counseling and coursework for those students who wish to continue their education.

In this packet you will find the following information:

- Admission criteria and other points of interest for admission to the College of Central Florida and the Dental Assisting program
- Admission criteria and process used to admit students into this limited access program
- Approximate cost for the program
- Curriculum for the program
- Application to the program
- Applicant’s checklist.

All Health Sciences programs are restricted to applicants who have met specific requirements. Data provided is informational only and not intended to be contractual in nature. Information is subject to change without notice.

NOTICE OF OPPORTUNITY TO FILE COMPLAINTS: In accord with the U.S. Department of Education’s Criteria and Procedures for Recognition of Accrediting Agencies, the commission requires accredited programs to notify students of an opportunity to file complaints with the commission. A copy of the appropriate accreditation standards and/or the commission's policy and procedure for submission of complaints may be obtained by contacting the commission at 211 E. Chicago Ave., Chicago, IL 60611-2678 or by calling 1-800-621-8099, ext. 4653.

ADMISSION CRITERIA

THERE ARE NO PREREQUISITE COURSES REQUIRED FOR THE DENTAL ASSISTING PROGRAM.

Application Deadline: July 1

To be considered for the program the student must complete the following:

1. **Application to the College of Central Florida**

Applications for admission to CF are submitted online at www.CF.edu. The Program Code to be used on the application for Dental Assisting is **5510**. Students must submit official transcripts from **all** colleges attended and an official high school transcript. Admission to the college will not be completed until all transcripts are received. Students are not required to attend an overall college orientation.

Note: If you are a past CF student who has not been enrolled for a year or more, please complete the readmit application; there is no charge for readmit, but new documentation may be required.

2. **Application to the Dental Assisting Program**

Submit the Dental Assisting program application (last page of this packet) with all appropriate attachments to the Health Sciences office, Building 35, Room 104 on the Ocala Campus. Applications are reviewed monthly. Applicants must have an all-college GPA of a 2.5 or higher to apply to the program. High School seniors will be evaluated based on their high school GPA at the time of graduation.

THIS IS A LIMITED ACCESS PROGRAM. ACCEPTANCE TO THE COLLEGE DOES NOT INDICATE ACCEPTANCE TO THE DENTAL ASSISTING PROGRAM.

3. **Information Session (required)**

Students must attend a FREE information session on the Dental Assisting program. These sessions are offered most months. For confirmation of session dates, times and location, please [click here](#) or visit our website at www.cf.edu/dental.

4. **Testing**

Test of Adult Basic Education (TABE). Students must take the **TABE** aptitude test prior to application to the program (\$15 fee). The program requires **10 points** in each area (Language, Reading and Math). TABE scores must be current at the time of graduation so the test must be taken within two years of graduation date. For assistance on remediation of the TABE test call 352-854-2322, ext. 1415. **A sealed copy of test results must accompany your application.**

You are exempt from taking the TABE if:

- you have an A.A. degree or higher, **or**
- completed college credit courses in Math and English with a grade of C or higher, **or**,
- completed a Developmental Reading and Prep Math with a grade of C or higher.

Psychological Services Test: Students must take the **PSB-Nursing** test prior to application to the program). Points will be awarded for the reading portion only. Study guides are available at our CF Learning Resource Center, Bookstore and various websites. The cost of the test is \$27.

Applicants cannot combine exams scores from the first attempt with additional attempts. If a student chooses to retake an exam, the final test scores will be utilized for the application process. For validation purposes, the exam must be taken at the CF Testing Center. No calculators may be used during the exams.

Applicants must pay for each exam at the Cashiers Offices in the Bryant Student Union and show the receipt at the Testing Center before sitting for the exam. Applicants must contact the Testing Center in the Bryant Student Union, 352-854-2322, ext. 1564, to schedule a date to take the exam. COPIES OF THE MOST RECENT EXAMS TAKEN MUST BE ATTACHED TO THE APPLICATION.

You must call to schedule the TABE and PSB-N by calling 352-854-2322:

Ocala Campus, ext. 1564

Levy Center, ext. 2113

Citrus Campus, ext. 6168

Hampton Center, ext. 1395

If test dates are full, you may ask to be put on a stand-by basis. Both tests are available at above locations.

5. **Observation Hours**

For students to get a general idea of a dental assistant's job, the student is required to do hours of observation in a general dental office. The student must have eight hours of chairside observation with a dental assistant. To be considered for the program, the student will need to submit documentation of the observation hours with his or her application. The documentation must be on the Dental Assisting Program Observation Form and be attached to the application in a sealed envelope. If the envelope is opened the student must repeat the observation hours in a different office. The observation **must be with a dental assistant and not a dental hygienist**. The choice of the general dental office is left to the discretion of the student. It is the student's responsibility to contact the office to arrange the observation experience.

6. **Observation Written Paper**

This paper must be at least one page, typed using a 12-point font with 1-inch margins. The paper must answer the following questions:

- What are your expectations of the dental assisting profession?
- Why did you apply to the Dental Assisting program?
- What knowledge did you gain during your required observation of a dental assistant?

7. **Observation Office Documentation**

The dental office must complete the Dental Office Verification Form and this form must be submitted with the completed application in a sealed envelope from the dental office. Any envelope that is submitted opened or form submitted without a sealed envelope will not be accepted and the student will need to complete another dental office observation. If the student is not recommended, he or she must complete another eight-hour observation at a different office.

8. **Academic Advisement for Program (optional)**

Academic advisement is available by appointment with the Health Sciences academic advisor Jesse Del Prado. For an appointment please call 352-854-2322, ext. 1479.

INDIVIDUALS WITH A CRIMINAL HISTORY MAY NOT BE ELIGIBLE FOR ADMISSION TO HEALTH SCIENCES PROGRAMS.

**DENTAL ASSISTING PROGRAM
APPLIED TECHNOLOGY DIPLOMA
INFORMATION SESSION ATTENDANCE**

Please complete the following and forward to:

Chelsea Siver
Health Sciences
Building 35, Room 104
College of Central Florida
3001 S.W. College Road
Ocala, FL 34474-4415

CF ID No.: (if applicable) _____ **Date of Information Session:** _____
MM/DD/YY

Legal Name: _____
Last First Middle (complete) Jr., etc.

Mailing Address: _____
Street/P.O. Box City State Zip Code County

Telephone: _____
Home (include area code) Cell (include area code) Work (include area code)

Email: _____

Testing Dates: **TABE** _____ **PSB** _____
MM/DD/YY MM/DD/YY

TABE Test Scores: **Reading** _____ **Mathematics** _____ **Language** _____

PSB Test Scores: **Reading** _____

Do you have Internet access that could be used for your education? Yes No

Have you attended college before? Yes No

If so, where? _____

How did you hear about this program?

For Office Use Only:

Packet Provided: _____
MM/DD/YY

Mailed: _____
MM/DD/YY

Approximate Program Cost for Dental Assisting at CF

Application Process

CF Application Fee	\$30.00
TABE	15.00
PSB-N	27.00

After Application and Prior to Start of Program

Health Certificate	150.00
CPR	55.00
Uniforms	125.00
Criminal Background Check	55.00

First Semester

Approximate Matriculation Fee:	1,606.50
Student fees:	710.45
• DANB Part 1	
• Student kit	
• Castle Branch	
• Insurances, equip., instr.	_____
Total Semester Tuition and Fees:	2,316.95

Second Semester

Approximate Matriculation Fee:	1,820.70
Student Fees:	480.00
• DANB Part 2	
• Lab fees, equipment	_____
Total Semester Tuition and Fees:	2,300.70

Third Semester

Approximate Matriculation Fee:	1,927.80
Student Fees:	315.00
• DANB Part 3	
• Lab fees, equipment	_____
Total Semester Tuition and Fees:	2,242.80

End of Program

Graduation Pin	50.00
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	<u>Florida Resident</u>	<u>Non Florida Resident</u>
Tuition:	\$ 5,355.00	\$ 21,094.00
Approximate Expenses:	<u>\$ 1,520.45</u>	<u>\$ 1,520.45</u>
	\$ 6,875.45	\$ 22,614.45

	Florida Resident	Non-Resident
Approximate Tuition		
Cost per College Credit	\$ 107.10	\$ 421.88
(50 college credits) Total Matriculation:	\$ 5,355.00	\$ 21,094.00

Fees do not include textbooks and supplies. Please note all the above are estimated costs and are subject to change.

**Applied Technology Diploma
50 credit hours**

COURSE NUMBER	COURSE TITLE	No. OF CREDITS
<u>SEMESTER I Fall</u>		
DES1020	Head/Neck, Dental Anatomy	3
DES1030	Histology/Embryology	1
DEA1805L	Dental Clinic Seminar	1
DEA1806L	Clinic Practice I	2
BSC1080	Basic Anatomy and Physiology	3
DES1800	Introduction to Clinical Procedures	3
DES1806L	Introduction to Clinical Procedures Lab	1
DES1600	Dental Office Emergencies	<u>1</u>
	<u>Semester Credit Hours</u>	15 credits
<u>SEMESTER II Spring</u>		
DES1200	Dental Radiology	2
DES1200L	Dental Radiology Lab	1
DES1100	Dental Materials	2
DES1100L	Dental Materials Lab	1
DES1029	Dental Specialties	1
DEA1135	Dental Microbiology	1
DES1840	Preventive Dentistry	2
DEA1855L	Clinic Practice II	6
DEA1151	Dental Psychology and Communication	<u>1</u>
	<u>Semester Credit Hours</u>	17 credits
<u>SEMESTER III</u>		
Summer		
DES2832C	Expanded Functions with Lab	2
DEA2033	Oral Pathology	3
DES1051	Dental Pharmacology	2
DEA1856	Clinic III Seminar	1
DEA1856L	Clinic Practice III	7
DES1502	Dental Office Management	<u>3</u>
	<u>Semester Credit Hours</u>	18 credits
	<u>Total Program Credit Hours</u>	50

APPLICANT CHECKLIST

- Submit online application to the College of Central Florida. Check with the Office of Admissions at CF to be sure your program code is **5510 for Dental Assisting**.
- Submit all **OFFICIAL** transcripts from high school and colleges to the Admissions Office at CF.

Your program application (last page of this packet) should include:

- Attached copy of your TABE scores.
- Attached copy of your PSB scores.
- Proof of chairside observation with a dental assistant on dental office verification form in a sealed envelope from the office (eight hours minimum).
- Observation written paper. Make sure the essay follows all guidelines on the admission process page.
- Unofficial transcript or degree audit with any college-level coursework completed.

SUBMIT THE DENTAL ASSISTING APPLICATION SIGNED AND DATED WITH ALL REQUIRED DOCUMENTATION TO THE HEALTH SCIENCES OFFICE, BUILDING 35, ROOM 104 ON THE OCALA CAMPUS.

KEEP COPIES OF ALL DOCUMENTS SUBMITTED TO THE OFFICE FOR YOUR FILES.

ITEMS TO BE COMPLETED IF YOU ARE ACCEPTED

- Return the Acknowledgement of Acceptance form to the Health Sciences office, Building 35, Room 104 on the Ocala Campus by the date indicated in acceptance letter indicating if you accept or decline your seat in the program.
- Attached **original (pink) receipt with the raised seal** of your Criminal Background Check.

Criminal Background Check

All Health Sciences students must have a federal criminal background check. **The background check must be completed at CF.** Scheduling for fingerprinting varies. Follow the procedures listed below for the criminal background check.

Procedure:

1. Go to the Ocala Campus Cashiers Office in the Bryant Student Union and pay the fee for the Federal Criminal Background Check (current fee: \$55).
2. Once you have paid you will be provided with a receipt and pink Criminal History Record Check Waiver Agreement and Statement form. Complete these forms.
3. Take the receipt and completed forms to Building 31, Ocala Campus, Room 108, during the times indicated on the forms. (NO exceptions). Proof of the background check, **original receipt**, must be submitted with the Dental Assisting application. Please keep the white receipt for future reference if required.

INDIVIDUALS WITH A CRIMINAL HISTORY MAY NOT BE ELIGIBLE FOR ADMISSION TO HEALTH SCIENCES PROGRAMS.

- Attend a mandatory orientation session on the date specified in your acceptance letter; at that time you will receive further information.
- Submit all health forms (including any laboratory test results and immunization records) to the Health Sciences office, Building 35, Room 104 on the Ocala Campus by the date indicated in your acceptance letter.
- Submit a copy of a current CPR card (BLS for Health Care Provider 2 person rescue; adult, infant/child) to the Health Sciences office, Building 35, Room 104 on the Ocala Campus by the date indicated in your acceptance letter.
- Documentation of completion of a four-hour bloodborne pathogen course letter due the date of orientation. For assistance www.probloodborne.com/en/

Substance screening is required for all dental assisting applicants and required as part of the acceptance portion of the process. Failure to submit substance screening results or any positive results will eliminate the applicant from the class. At any time in the program, if a student is exhibiting questionable behavior indicating drug or alcohol abuse, a substance screening may be required.

Failure to follow the above steps may result in the loss of your seat in the Dental Assisting program.

The information in this document is informational only and not intended to be contractual in nature and is subject to change.

Associate in Science Degree
DENTAL ASSISTING TECHNOLOGY AND MANAGEMENT

70 credit hours

The Dental Assisting Technology and Management program is an Associate in Science degree that encompasses a multitude of career opportunities. The program combines completion of the Applied Technology Degree in Dental Assisting with options in marketing, dental office management, or education. It will provide skills in a variety of areas in communication, business, computers and management that can be used in areas such as dental products representative, dental office management, and education in dental assisting programs. Students may complete general education courses *before or after* completion of the Applied Technology Degree but not concurrently with the Dental Assisting courses. The A.S. degree in Dental Assisting Technology and Management is 70 credits and requires the CPT/PERT test for general educational courses.

Option 1:	2323	A.S. Degree in Dental Assisting and Dental Practice Management
Option 2:	2324	A.S. Degree in Dental Assisting and Education
Option 3:	2325	A.S. Degree in Dental Assisting and Marketing

Please note: This is an optional A.S. degree program.

The Dental Assisting ATD prepares you for employment as a dental assistant.

The general educational courses shown on the next page will take your dental assisting to the next level.

COURSE NUMBER	GENERAL EDUCATION COURSES	CREDIT HOURS
ENC1101	Freshman Composition Skills I	3
MAC 1105 MAC 2311 MGF 1106 MGF 1107 STA 2023 STA 2023H	**College Algebra Calculus I with Analytic Geometry Liberal Arts Mathematics I Liberal Arts Mathematics II Elementary Statistics Honors Elementary Statistics (CHOOSE ONE)	3
ARH 1000 HUM 1020 LIT 1000 MUL 1010 PHI 2010 THE 1000	Art Appreciation Introduction to the Humanities Introduction to Literature Music Appreciation Introduction to Philosophy Introduction to the Theatre (CHOOSE ONE)	3
AMH 2020 ANT 2000 ECO 2013 POS 2041 PSY 2012 SYG 2000	United States History Since 1877 Introduction to Anthropology Principles of Economics – Macro American National Government General Psychology Introductory Sociology (CHOOSE ONE)	3
BSC2010 BSC2085	Integrated Principles of Biology I OR Human Anatomy and Physiology I	3

General Education (required for AS degree, but not for ATD)

***MAC1105 College Algebra is recommended for students planning to enroll in the college’s baccalaureate degree programs. In addition to the above requirements, complete *one* of the following options:

Course Title	Total Credits
<u>2323: Dental Practice Management:</u> BUL2241 GEB1011 DEA1949	Business Law I Introduction to Business Dental Co-op <u>Total Program Credit Hours</u> 70
<u>2324: Education</u> EDF2005 EDF2085 EDF2002 DEA1949	Introduction to the Teaching Profession Introduction to Diversity for Educators or Educational Psychology Dental Co-op <u>Total Program Credit Hours</u> 70
<u>2325: Marketing</u> MAR2011 MKA2021 DEA1949	Principles of Marketing Sales, Marketing and Advertising Dental Co-op <u>Total Program Credit Hours</u> 70

Dental Assisting ATD program (47 credits) plus one of the options above (23 credits) = **70 credits**



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**DENTAL ASSISTING PROGRAM
APPLICATION**

CF ID No.: _____

Legal Name: _____
Last First Middle (complete) Jr., etc.

Mailing Address: _____
Street/PO Box City State Zip Code County

Year you would like to begin the program? August _____

Telephone: _____
Home (include area code) Cell (include area code) Work (include area code)

Email: _____

TABE Test Scores: Reading _____ Mathematics _____ Language _____

Or attach proof of TABE exemption

PSB Test Scores: Attach Scores

Name of high school or GED: _____

Name of colleges or universities attended:

Please list any professional license or certifications:

I hereby certify that the information contained in this application is true and complete to the best of my knowledge. I understand that any misinterpretation or falsification of information is cause of denial of admission or expulsion from the college. I understand that illegal use, possession and/or misuse of any mind-altering substances are reasons for immediate dismissal from any programs in the Health Sciences Division. I understand that any arrests revealed on a criminal background check could be reason for denial of application or immediate dismissal from any program in the Health Sciences Division.

Signature of Applicant

Date: MM/DD/YY

**Please submit application to:
 College of Central Florida
 Health Sciences Office, Building 35, Room 104
 3001 S.W. College Road
 Ocala, FL 34474-4415**

For Office Use Only

Date Submitted: _____ **Received by:** _____
MM/DD/YY

Dental Assisting Criteria for Application Points

Deadline for Application is July 1

Academic Courses: College-level courses will be assigned points per grade earned.

A grade:	3 points/course	
B grade:	2 points/course	
C grade:	1 point/course	Points: _____

Grade Point Average:

4.0:	5 points	
3.5–3.99:	4 points	
3.0–3.49:	3 points	
2.5–2.99:	2 points	Points: _____

Points for Degrees/Certificates Earned:

Master's Degree:	6 points	
Bachelor's Degree:	6 points	
A.A. Degree:	3 points	
A.S. Degree:	3 points	
Certificate:	1 point	Points: _____

Observation Evaluation (20 total maximum points): Points: _____

PSB Score: Reading _____
TABE Scores: Reading _____ Math _____ English _____ Points: _____
(38.7 points for students exempt from TABE due to an earned degree)

Current CPR Card (American Health BLS only), 1 point: Points: _____

Recommendation of Dental Office, 3 points: Points: _____

Completed High School Health Academy, 3 points: Points: _____

Total Application Points: _____

Dental Assisting Criteria for Application Points
High School Health Academy

Deadline for Application is July 1

Dual Enrollment Courses: College-level courses will be assigned points per grade earned.

A grade:	3 points/course	
B grade:	2 points/course	
C grade:	1 point/course	Points: _____

Grade Point Average for Dual Enrolled Courses:

4.0:	5 points	
3.5–3.99:	4 points	
3.0–3.49:	3 points	
2.5–2.99:	2 points	Points: _____

High School Grade Point Average:

4.0:	5 points	
3.5–3.99:	4 points	
3.0–3.49:	3 points	
2.5–2.99:	2 points	Points: _____

Points for Degrees/Certificates Earned:

A.A. Degree:	3 points	
A.S. Degree:	3 points	
Certificate:	1 point	Points: _____

PSB Score: Reading _____
TABE Scores: Reading _____ Math _____ English _____ Points: _____
(38.7 points for students exempt from TABE due to an earned degree)

Observation Evaluation (20 total maximum points): Points: _____

Current CPR Card (American Health BLS only), 1 point: Points: _____

Recommendation of Health Academy Faculty, 3 points: Points: _____

HOSA Membership, 3 points: Points: _____

Total Application Points: _____