

# Chemeketa Community College Dental Assistant Program Application



## Fall 2023

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# Welcome Message

Greetings!

Thank you for your interest in the Dental Assisting Program here at Chemeketa.

**Our program is a 9-month, full-time limited enrollment certificate program that admits 36 students in the FALL term only.** There are six prerequisite courses and students are admitted based on points (see pg. 6).

In this packet, you will find all the necessary information to get started as you pursue a wonderful career in dental assisting.

If you have questions along the way, please don't hesitate to contact me.

Jill Lomax, Program Chair

Phone: 503.399.5084

Email: [jill.lomax@chemeketa.edu](mailto:jill.lomax@chemeketa.edu)

## Application Process/Timelines

**Application Period: May 15 – June 2, 2023**

Applications will be accepted online beginning at 8 am on Monday, May 15th until 5 pm on Friday, June 2nd.

**Please note:** Application submission instructions are subject to change. Please check the [Dental Assisting webpage](#) for updates on submission instructions closer to the application period.

If not currently enrolled at Chemeketa Community College, applicants must apply for admission on the college's website using the "Admissions Application" form. (<https://www.chemeketa.edu/admission/apply/>)

**Directions:** Upload the following required materials (as one PDF file) to the [2023 Application Submission Form \(click here\)](#).

### Required:

- Dental Assisting Program Application Form
- A copy of your high school diploma, or high school transcripts showing graduation date, or GED certificate and/or GED scores (Unofficial accepted)
- Video response paper:
  - Directions: watch the following video (<https://www.youtube.com/watch?v=Kd0vC3beboo>). Then submit a one-page (double spaced) response to the video answering the following questions:
    1. Why do you want to become a dental assistant?
    2. What are 2-3 things that you learned about dentistry in this video (or what makes you excited about becoming a dental assistant)?
    3. What are 2-3 questions that you may still have (or things you are still unsure of) about a career in dental assisting?
- Letter of Re-admission (for returning students only). See page 5 for directions.

**Optional documentation for Additional Application Points (see p. 6 for details):**

- ❑ Documentation of military-related dental experience (if applicable). See Dental Assisting Application Scoring Sheet for details.
- ❑ Documentation of paid dental work experience (if applicable). See Dental Assisting Application Scoring Sheet for details.
- ❑ Documentation of Bachelor’s degree (if applicable). Must print and provide unofficial transcript with application. Transcript must be from an accredited college and transcript must indicate degree awarded.
- ❑ A copy of your Placement Test scores (print from MyChemeketa) if tested into RD120.

### Other College Transcripts:

Submit official transcripts of courses completed from other colleges and/or universities along with the "Request for Evaluation and Transfer of Previous Credit" form. Please be advised that transcript evaluations may take 6-8 weeks.

### IMPORTANT:

- You are **NOT** an applicant to the Dental Assisting Program until you have uploaded your application packet that includes all items listed above.
- **You may apply to the program BEFORE you have taken all the required prerequisites.** All courses must be completed with a “C” grade or higher. Application points will be awarded for prerequisites completed during spring term of the application year. Applicants completing prerequisites during summer term may be considered if the program has not been filled. Prerequisites must be completed prior to starting the program.

The receipt you receive from admissions is proof of your application submission.

### APPLICATION DEADLINE:

Application packets will be accepted from **Monday, May 15th to Friday, June 2, 2023, by 5:00 pm.** Applicants will be notified by Admissions of their status beginning in early July via your MyChemeketa email.

**Applicants should check their MyChemeketa email daily beginning mid-June for Chemeketa Program communications.**

### RE-ADMISSION STUDENTS:

Students who left the program (withdrawal, failure, or dismissal) and wish to be re-admitted must provide a letter with this application packet. The letter of re-admission requirements include: 1-2 pages, double spaced, in 12-point font explaining what steps the student has taken to be successful in the program and address any other relevant information. Re-admission students are not required to complete the Video Response Paper.

### PROGRAM ADMISSTION TIE

In case of tied scores among applicants, preference will be given in the order listed below:

1. Grade of “A” in biology prerequisite
2. Cumulative GPA from Dental Assisting Program prerequisite classes
3. Total number of Chemeketa credits completed with a grade of C or higher

### PROGRAM ORIENTATION:

Students who accept an offer of Program Admission **must attend a program orientation in July or August** at the Salem Campus. Students will be notified by MyChemeketa email of the date, time, and location of the

orientation. Also, there will be a **mandatory Program Induction** session scheduled for Wednesday, the week before classes start fall term. Again, students will be notified by MyChemeketa email of the date, time and location of this session.

## Dental Assisting Program Goals and Outcomes:

The Dental Assisting Program goals and outcomes are consistent with Chemeketa's mission, vision, and values.

The Program goals are for each student to:

- Successfully complete the Program
- Obtain his/her professional credentials
- Find satisfying employment in dentistry

The program outcomes for the Dental Assisting Program at Chemeketa Community College are:

1. To perform basic and expanded chairside functions to facilitate completion of restorative and advanced operative procedures
2. To manipulate dental materials to support chairside and laboratory procedures
3. To perform basic office procedures necessary to assist in managing a dental practice
4. To demonstrate proficiency in exposing, processing, and mounting dental images
5. To practice professional behaviors as applied to the workplace environment
6. To manage asepsis, infection control and hazard control protocol to promote a safe work environment.

Through these goals and outcomes, graduates are comprehensively prepared as competent dental assistants.

### National Program Accreditation

This program is accredited by the Commission on Dental Accreditation and has been granted the accreditation status of "approval without reporting requirements." The Commission on Dental Accreditation will review complaints that relate to a program's compliance with the accreditation standards. The Commission is interested in the sustained quality and continued improvement of dental and dental-related education programs but does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admission, appointment, promotion, or dismissal of faculty, staff, or students. 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 East Chicago Avenue, Chicago, IL 60611-2678 or by calling 1-800-621-8099 extension 4653.

## Dental Assisting Program Information

### A) Disclosure of Student Information

In compliance with the Family Educational Rights and Privacy Act (FERPA), Chemeketa Community College releases only very limited information regarding students. All Dental Assisting students, including those who have filed a Request for Non-Disclosure of Student Information Form, should be aware that some confidential information may be shared. Contracts with practicum placement sites require that the following information be made available about students placed at these sites: CPR certification, immunization status, TB screening test results, criminal background check and drug screen. Students may also be required to submit to an additional 10-panel drug screen urinalysis (UA) as requested by the practicum site. The results of this test will be made available to the requesting practicum site. This information is needed for purposes of student and patient safety. Some Practicum sites also require completion of a behavioral interview.

Every effort is made to limit access to confidential student information to those who have a need to know. For more information regarding Non-Disclosure of Student Information, contact Enrollment Services at 503 399-5001.

### B) Criminal Background Check and Drug Screening

Once a student has been accepted to the Dental Assisting Program, he/she will be required to pass a criminal background check and a ten-panel drug screening urinalysis which fulfills the requirements of clinical sites. If a student does not pass the criminal background check and/ or the drug screening, program registration will not be possible.

If a student is arrested during the time, he/she is enrolled in the Program, he/she must notify the Program Chair of the Dental Assisting program of the arrest. The student's status in the Program will be reviewed by the Dental Assisting Program Chair and the Dean of Health Sciences office. A possible outcome of the review may be the student's inability to continue in the Program.

Students may also need to submit to a ten-panel drug screen urinalysis (UA) and/or an additional criminal background check prior to spring term practicum placement as requested by practicum sites.

Information for the required criminal background check and the drug screening will be provided with the Acceptance letter by Chemeketa email.

### C) Technology Requirements

It is highly recommended that students have access to a computer with high-speed internet access and a printer. Electronic technology is used extensively in the presentation of content throughout the Dental Assisting Program. If students do not possess their own equipment, they should plan to spend at least ten hours per week utilizing on-campus computer lab and/or library resources.

# Program Application Scoring Sheet

(No need to submit this form with your application)

*Applications may be submitted BEFORE all required prerequisites are taken. Application points will be awarded for prerequisites completed through **spring term** of the application year.*

*Applicants completing prerequisites during summer term will only be considered if the program has not been filled.*

<b>1.</b>	<b><u>Prerequisite Grades:</u></b>		<b><u>Points Possible</u></b>
			<b>33</b>
	<input type="checkbox"/> DEN066 or equivalent    A = 9 points            B = 6 points            C = 3 points		_____
	<input type="checkbox"/> MTH060 or higher        A = 6 points            B = 4 points            C = 2 points		_____
	<input type="checkbox"/> WR121 or higher         A = 6 points            B = 4 points            C = 2 points		_____
	<input type="checkbox"/> PSY 101 or higher        A = 6 points            B = 4 points            C = 2 points		_____
	<input type="checkbox"/> CIS101                      A = 3 points            B = 2 points            C = 1 points		_____
	<input type="checkbox"/> COMM111 or higher       A = 3 points            B = 2 points            C = 1 points		_____
	<p><i>*To determine if a class you have completed meets these requirements, please refer to the criteria on page 7.</i></p> <p><i>*Any course with a "P" (Pass) grade will receive points equivalent to a "C" grade.</i></p>		
	<b><u>Additional Requirements:</u></b>		
2.	High School Diploma or GED	Yes	No
3.	Video Response Paper <i>See page 4 for directions</i>	Yes	No
4.	<b><u>Additional Points (Optional):</u></b>		<b><u>Points Possible: 7</u></b>
	Dental Work Experience		_____
	<ul style="list-style-type: none"> <li>• <b>Military service in dental setting:</b> <i>Must be documented from military supervisor listing length (must be 250 hours or more), date, and type of experience, OR</i></li> <li>• <b>Paid dental work experience:</b> <i>Must be 250 hours or more and verified by pay stubs or W2. (2 points)</i></li> </ul>		
	Prior college degree (Bachelor's degree or higher): <i>Must be from an accredited college and transcript must indicate degree awarded (1 point).</i>		_____
	Completion of any of the following courses: (1 point each- must be completed at Chemeketa)		_____
	<ul style="list-style-type: none"> <li>• SSP course (100 level or higher)</li> <li>• HM120</li> <li>• RD 115 (or test into RD120)</li> </ul>		
	FYE 105		
5.	<b><u>Letter of Re-Admission</u></b> (for returning students only). See page 5. <i>Must be included for students who left the program (withdrawal, failure, or dismissal) and wish to be re-admitted. Item #3 above is not required for re-admission students.</i>	Yes	No
	<b><u>Total Possible Points</u></b>	Score:	_____/40

Dental Assisting  
Prerequisite Substitution Course List

Prerequisite Substitution Course List	
Prerequisite Requirement	Criteria for Fulfilling Requirement
<p><b>DEN066 – Basic Science for Dental Assistants</b></p> <p><i>*Not offered every term – see catalogue</i></p>	<ul style="list-style-type: none"> <li>• DEN066 taken within the past 5 years; <b>OR</b></li> <li>• BI060 with a C grade or higher taken within the past 5 years; <b>OR</b></li> <li>• BI121 and 122 with a C grade or higher taken within the past 5 years; <b>OR (Discontinued)</b></li> <li>• BI171 and BI172 with a C grade or higher taken within the past 5 years; <b>OR (Discontinued)</b></li> <li>• BI231 and BI232 with a C grade or higher taken within the past 5 years</li> </ul>
<b>MTH060 – Introductory Algebra</b>	<ul style="list-style-type: none"> <li>• MTH060 or higher with a C grade or higher</li> </ul>
<b>WR121 – Academic Composition</b>	<ul style="list-style-type: none"> <li>• WR121 or higher with a C grade or higher</li> </ul>
<b>PSY101 – Psychology of Human Relations</b>	<ul style="list-style-type: none"> <li>• PSY101 or higher with a C grade or higher</li> </ul>
<b>CIS101 – Introduction to Microcomputer Applications</b>	<ul style="list-style-type: none"> <li>• CIS101 completed with a C grade or higher</li> </ul>
<b>COMM111 – Fundamentals of Public Speaking (or higher)</b>	<ul style="list-style-type: none"> <li>• COMM111 or higher with a C grade or higher; <b>OR</b></li> <li>• SP 111 or higher with a C grade or higher</li> </ul>

**Please note:** Chemeketa Community College reserves the right to modify the criteria and process for admission to the Dental Assisting program on an annual basis



## Health Sciences Programs: Immunization and CPR Requirements

The Oregon Health Authority has established standards for requirements for health professional student placements in clinical training settings within the State of Oregon. Immunizations include Hepatitis B, Measles, Mumps and Rubella (MMR); Tetanus, diphtheria, pertussis (Tdap), and Varicella. Required screenings include tuberculosis. The Chemeketa Program is also requiring the influenza vaccine.

All reports of TB screening, immunization status, and CPR requirement must be on official records and complete before you are eligible to register for Health Sciences courses. We accept copies of childhood immunizations.

### TB Screening

TB test is a 2-step Mantoux PPD Tuberculin skin test and must be given and read after June 16 of the current year or receive the QuantiFERON gold test.

#### **If you have NOT had a TB test done before, follow the steps below:**

1. The first TB test administered and results read 48 to 72 hours later.
2. 1-3 weeks after the first TB get your second TB test administered and results read 48 to 72 hours later.

#### **Additional Information:**

If you need the Varicella and/or MMR immunization(s), please have them done with or after the second TB skin test.

#### **If you have had a TB test done within the last 12 months, follow the steps below:**

1. Submit a previously documented negative TB test result dated within past 12 months.
2. Submit one new TB test administered and results read in 48 to 72 hours.

#### **Additional Information:**

If you need the Varicella and/or MMR immunization(s), please have them done with or after the TB skin test.

#### **If you have had a previously test positive or have a history or positive:**

Provided documented positive TB test result or have a history of known positive reactions, please submit a recent medical evaluation to certify you do not have active infectious tuberculosis.

### Measles, Mumps, Rubella (MMR)

- Proof of two doses of MMR
  - Second dose of MMR cannot be given sooner than 28 days after first dose or
- Proof of positive titer

#### **Additional Information:**

- If you need to receive the vaccine, you should receive it with or after your second TB skin test is complete (see above)
- Can be given at the same time as Varicella

## Varicella (Chicken Pox)

- Proof of two doses of varicella; second dose of varicella cannot be given sooner than 28 days after first dose **or**
- Proof of one dose received prior to age 13 **or**
- Proof of positive titer

### Additional Information:

- Having the disease does not count as proof
- Administer with or after second TB skin test is complete (see above)
- May be given at the same time as MMR

## Hepatitis B (HBV)

- Series of three injections **or**
- Documentation of positive titer

### Additional Information:

- A minimum of the first injection is required before registration
- The minimum timeframe between the first and second injection is one month, and between the second and third injection is five months.

## Tetanus, Diphtheria and Pertussis (Tdap)

- Vaccination within the last 10 years

### Additional Information:

- May be given at an interval shorter than 10 years.

## Flu vaccine

Required October 1<sup>st</sup> of each year.

Documentation submitted must include:

- Location/facility
- Date of vaccination
- Site of injection
- Lot #
- VIS #
- Expiration Date

## Covid-19

- Documentation of primary series
- Proof of booster (not currently required; however, may be required for clinical placement)

### Additional Information

- Moderna and Pfizer booster should be administered five months after last dose in primary series.
- J&J booster should be administered 2 months after primary dose
- [Medical](#) or [Religious](#) exemptions
- Clinical sites have the right to not accept exemptions and may mandate the vaccine.

## CPR Certification

Certification must be dated on/after June 16 of the program acceptance year.

CPR must be American Heart Association – BLS for Health Care Providers

### Important Notifications:

Exemptions to the requirements for immunizations may be claimed by students for medical reasons.

Documentation for exemption requires a written statement of exemption signed by a licensed independent practitioner.

Students who exempt themselves from the vaccination requirements should be aware that circumstances may arise that would require their exclusion from clinical and/or classroom settings. Also, illness that may result from lack of immunizations may prevent students from attending class or clinical sessions. Either exclusion from clinical and/or class or missed time due to illness may result in an inability to meet course requirements and, therefore, the need to withdraw from Health Sciences program.

## Dental Assisting Technical Standards

### Introduction

Certain functional abilities are essential for the delivery of safe, effective dental assisting care. These abilities are essential in the sense that they constitute core components of a dental practice. There is a high probability that negative consequences will result for patients and/or co-workers of the dental assistant who fails to demonstrate these abilities. A program preparing students for the profession of dental assisting must attend to these essential functional abilities in the education and evaluation of its students.

This statement of the Technical Standards of the Dental Assisting Program at Chemeketa Community College identifies the functional abilities deemed by the dental assisting faculty to be essential to the practice of dental assisting. Reference materials used in the development of these standards include Division 42 of the Oregon Administrative Rules of the Oregon Board of Dentistry, the Oregon Health Division, the American Dental Association Commission on Dental Accreditation, OSHA Standards, and the Centers for Disease Control and Prevention guidelines. The Technical Standards are reflected in the Dental Assisting Program's Performance-based Outcomes, which are the basis for teaching and evaluating all dental assisting students.

### Student Accessibility Services

Students with disabilities who think they may require accommodation in meeting the Technical Standards of the Dental Assisting Program should contact the office of Student Accessibility Services to discuss the process of identifying reasonable accommodations. This office is located in Building 2, Room 174 (telephone 503.399.5192 or email [studentaccess@chemeketa.edu](mailto:studentaccess@chemeketa.edu)). Students should seek accommodation advising as soon as possible after admission to the dental assisting program so that a plan for accommodation can be in place at the beginning of the program. Applicants seeking admission into the dental assisting program who may have questions about the technical standards and appropriate reasonable accommodations are invited to discuss their questions with the Office of Student Accessibility Services. Reasonable accommodation will be directed toward providing an equal educational opportunity for students with disabilities while adhering to the standards of dental assisting practice for all students.

## Standards

The practice of Dental Assisting requires the following functional abilities with or without reasonable accommodations:

### Fine Motor Skills

A dental assisting student must be able to perform all required activities needed for laboratory procedures, clinical practice, patient care and emergency procedures. The ability to safely, accurately and effectively manipulate all instruments, equipment, and materials utilized in the dental assisting process is essential.

### Sensory Skills

A dental assisting student must have adequate control of all sensory functions so that the student, patients, peers, and instructors/operators will be able to work and respond in ways that contribute to a safe environment and provide sound evaluation and treatment services. Must have sufficient abilities to receive directions or instructions and safely participate in the laboratory and/or clinical procedures.

### Communication Skills

A dental assisting student must be able to communicate information effectively, accurately, reliably and intelligibly with individuals, groups and all members of the healthcare team using the English language. The dental assisting student must be able to provide inclusive, clear, and legible chart notations and descriptions of clinical findings as dictated by the operator. A dental assisting student is expected to participate and communicate effectively in teams during the many opportunities in the dental assisting program.

### Cognitive Skills

A dental assisting student must be able to collect, analyze, synthesize, integrate and recall information and knowledge to participate safely and effectively in laboratory and chairside procedures.

### Physical Endurance, Strength and Mobility

A dental assisting student must be able to tolerate physically taxing workloads that include but are not limited to sitting or standing for long periods of time in one position, or lifting at least 25 pounds with or without accommodations, to meet clinical requirements. Must also safely manipulate instruments, equipment, containers, and dental materials.

### Behavioral/Professionalism Skills

A dental assisting student must be able to work effectively under stress and adapt to changing situations. He/she must be able to adapt to changing environments, to display flexibility, and to learn to function in the face of uncertainties inherent in the clinical problems of patients. A dental assisting student must be able to use tactful, congenial and personal mannerisms while interacting with others. The dental assisting student must work with the dental team and patients in such a way as not to alienate or antagonize anyone. A dental assisting student is expected to be prepared for all classes, clinic lab and practicum and to be prepared to accept reasonable, instructive, and professional criticism, and to respond with a professional attitude and appropriate modification of behavior. A dental assisting student is expected to abide by The Creed and The Pledge of the American Dental Assistants Association as well as the regulations in the Dental Assisting Program Student Handbook.

## Questions?

Contact Jill Lomax, Program Chair Phone: 503.399.5084 – email: [jill.lomax@chemeketa.edu](mailto:jill.lomax@chemeketa.edu)

## Fall 2023 Dental Assisting Application Form

Name (Print): \_\_\_\_\_

Address (Print): \_\_\_\_\_

City, State, Zip (Print): \_\_\_\_\_

Telephone Number (Include area code): \_\_\_\_\_

Student ID/K#: \_\_\_\_\_

Program application requirements must be presented, **as one complete packet**. A complete application check is provided below. **The application period is open Monday, May 15, 2023, to Friday, June 2, 2023 by 5:00pm.** Applications can be uploaded as one complete packet to the [Dental Assisting Application Submission Form \(click here\)](#). Please submit as one full-page PDF scan.

### Complete the College Admission application form online:

1. Apply online at <http://www.chemeketa.edu/earncertdegree/admission/process/newstudent.html>  
If you are already a Chemeketa student, you have completed this step.

### Upload the following documents with this application form:

1. Copy of my high school diploma, or high school transcripts showing graduation date, or GED certificate and/or GED scores
2. Video Response Paper
3. Letter of Readmission (for returning students)

### The following is optional to submit to support extra application points:

4. Copy of my Chemeketa Placement Test scores (if applicable to show placement into RD120)
5. Documentation of Bachelor's Degree (if applicable)
6. Documentation of military dental experience or dental work experience (if applicable)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_