

CHARACTERISTICS OF DENTAL ASSISTING CANDIDATE

Application Process

- 18 years of age or older.
- High School graduate, must have proof (diploma) or GED, (must have certificate).
- Official transcripts from college course work completed, showing a 2.25 grade point average.
- Candidate with “Academic Probation” on transcript will not qualify for dental assisting program until “Academic Probation” is removed from college transcript (**official transcripts required**).
- Proficient in English, reading, writing and speaking or meet remediation coursework (see basic skills requirements).
- Candidate must be focused on their educational and career goals and be aware of Pueblo Community College Disclaimer Notices, Background and Drug Checks, Student Malpractice & Liability and/or Health Insurance for health certificate and degree programs.

APPLICATION STEPS

Step 1

- ✓ Application to Pueblo Community College **must** be completed (www.pueblocc.edu)
- ✓ Accuplacer testing (*), Math, Reading, English **must** be completed
- ✓ Financial Aid – it is suggested the candidate meet with a financial aid advisor to meet priority deadlines for the FAFSA application (www.fafsa.ed.gov), to receive grants, scholarships, and loans. If you have questions contact the PCC Financial Aid Office at 719.549.3020 or by email at Financial.Aid@pueblocc.edu.

* **You must have strong skills in reading, writing, and/or math to succeed in college-level courses, (courses at the 100 or 200 level).** If candidate is transferring from an accredited institution where remediation or college level coursework has been met, the candidate must have Official Transcripts mailed from the other colleges or universities to PCC Records Office, 900 W. Orman, Pueblo, Colorado, 81004 to meet remediation requirements and enrollment into college level coursework.

The scores needed on Accuplacer test are as follows:

MAT 45-60 EA or if <45 use AR (EA=Elementary Algebra, AR=Arithmetic)

REA 80-Above

ENG 95-Above

Computer score of 30 or above or successfully complete CIS 110. (If testing for computer requirement, a request to take the computer section of the Accuplacer must be communicated with the Testing Center.) A study guide for computer testing is available and can be picked up in the DA department.

Step 2

- ✓ All interested applicants **must** make an appointment to meet with a Dental Assisting program advisor at least one semester prior to the application process (fall semester). To schedule an advising appointment contact Karen Ramos 719.549.3246 (If no answer please leave a voicemail message with your name and phone number) or email Karen.Ramos@pueblocc.edu.

Appointments can help clarify any information and questions the candidate may have. Candidates are encouraged to write down their questions and concerns and bring them to the appointment.

Step 3

- ✓ **CPR (2-year BLS card)** must be completed before September (fall semester of program entrance) or during the program application process. A copy of CPR certification must be current and on file in the Dental Assisting Department for candidate participation in preclinical labs and community clinical internships. Candidates who plan to apply for the CDA examinations must be current with CPR. Pueblo

Community College offers a CPR, .5 credit course – HPR 102 CPR - For Professional: Professional Rescuer. The candidate can also meet this criteria by going through other certified CPR agencies.

Step 4

- ✓ Enroll in **required** courses (all classes must be successfully completed with a grade C or higher)

AAS Degree

BIO 105 or higher

ENG 121

MAT 107 or 106 or 121

PSY 101

CIS 110

Certificate

CIS 110 or meet score 30+

HPR 102

For the AAS degree it is recommended that candidates complete these courses **before** entering into the Dental Assisting program, however your program advisor can discuss the options of the AAS degree.

- ✓ **Optional** classes, if candidate is considering pre-dental hygiene, pre-dental or has met the required general education courses for the Dental Assisting Program degree, the following coursework can be taken to enhance the learning experience in the Dental Assisting program. All classes must be successfully completed with a grade of C or higher. Course substitutions and transfers must be reviewed with a Program advisor and PCC Records office for acceptance.

HPR 178 (1 or 2 credit course)

BIO 106, BIO 111, BIO 201 or BIO 202

SOC 101

ENG 122

Step 5

- ✓ Fill out a Dental Assisting Program Application (hard copy applications can be picked up at the dental assisting office, MT 122 and online applications will be available Feb. 1, 2012 (see page 3 for application link).
- ✓ Request **High School Diploma, GED certificate and/or Official Transcripts** from:
 - **High School**
 - **College/Universities** (includes all college level work)

Official transcripts are **not** to be opened by candidate. The “Official Seal” **must not** be broken on the envelope. Your application will be considered *incomplete* without official transcript(s).

Assessment scores **must** be with application (**score slip from Testing Center rm. DAB 134**).

“Official Transcripts and Assessment scores” **must** accompany all applications. Copies of transcripts will not be accepted.

All applications must be received on or before **April 27, 2012**, for the **fall semester program entrance**. The fall semester typically begins the 4th week of August. Applications received on or before the due date will receive first consideration for admittance into the Dental Assisting program. All applications will be reviewed, candidates will be interviewed, and the candidates accepted to the program will be **notified by mail**.

ALL documentation must accompany application. **Applications will not be reviewed without the appropriate documentation and information requested.**

Late applications will be considered on a first come basis and upon available space in the Dental Assisting program. Candidate must meet with the Program Department Chair.

FILING DATE FOR APPLICATION

Dental Assisting applications are accepted on an on-going basis the entire year. To receive first consideration into the DA program, application must be received on or before **April 27, 2012** for the program year you are applying. **Official transcripts and Accuplacer test scores/ACT or SAT scores must** be received with the application to be reviewed and considered for admissions into the Dental Assisting program.

The Dental Assisting application can be accessed at www.pueblocc.edu – **Quick Links/Degree Programs/Dental Assisting**. All information, forms and application can be accessed on this page. **Please note the DA application must be complete with appropriate documentation and information requested to qualify for interview and program entrance.** Submit the application and all documentation to: **Dental Assisting Program, 900 W. Orman Ave., MT 122, Pueblo, CO 81004.**

Late applications will be considered on a first come basis and space availability in the Dental Assisting program.

REVIEW OF APPLICATIONS AND PROGRAM INTERVIEWS

Only completed applications will be reviewed to qualify the candidate for a program entrance interview. Each candidate will be notified as to the date and time of his/her interview. Appropriate professional dress is recommended for the interview as dental professionals and other members of PCC will be present.

NOTIFICATION OF CANDIDATES ACCEPTED

Once all applications are reviewed and candidates interviewed, the most qualified candidates will be **notified by mail** of their acceptance into the DA program. The acceptance letter will give the time, date and location for the **mandatory** orientation meeting.

MANDATORY ORIENTATION

Date, time, and location of orientation will be mailed to candidate with acceptance letter.

Length of meeting is approximately five and a half hours. Children are not allowed or permitted in this important meeting. Remember this is a **mandatory meeting and required for entrance into the Dental Assisting Program**. All cell phones are to be placed on silent mode during this orientation meeting.

Candidates will receive information on the following:

- CODA Standards and requirements of the Dental Assisting program which include:
 - Professional conduct and clinical expectations
 - Professional appearance: grooming and personal hygiene
 - Class uniform requirement, including shoes
 - Personal protective equipment, includes lab coats, safety eyewear, face masks, and gloves
 - Lockers and locks
 - Textbook/Workbook requirements
 - Program / Supply fees
 - Curriculum, grading policy and academic achievement
 - Dismissals, instructor reports, Plan of Action (POA) and probations
 - Attendance requirements
 - Enrollment information

Candidates are encouraged to write down their questions and concerns and come prepared with notebook and pen for note taking. Time will be given during the orientation for questions and concerns from the candidates.