

DENTAL ASSISTING INFORMATION AND APPLICATION

www.pasadena.edu/divisions/health-sciences/dental-assisting

**Pasadena City College
Health Sciences Division U202
1570 East Colorado Blvd.
Pasadena CA 91106-2003
(626) 585 – 3378 Division Office**

Revised: 12/10/08

HEALTH SCIENCES DIVISION
DENTAL ASSISTING PROGRAM INFORMATION
Dental Assisting Program Office R 508
(626) 585 – 7323

The program is accredited by the Commission on Dental Accreditation of the American Dental Association and approved by the Committee on Dental Auxiliaries, 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.

Infection Control Guidelines:

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. www.cdc.gov/mmwr/preview/mmwrhtml/rr5217a.htm.

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.

PCC's 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 internship experiences at approved off-campus clinical sites.

Application Procedures

Applications are accepted from January 12 – May 15. All students will be notified by mail regarding their application / admission status during the month of June.

In order to be considered for acceptance into the Dental Assisting Program, applicant must submit a COMPLETE APPLICATION to the Health Sciences Division Office U202 and must include:

- A. A Dental Assisting application signed, dated and filled out completely.
- B. One official U.S. high school transcript or GED certificate or Equivalency Report from one of the college's acceptable companies; **not** required if an Associate or higher degree is posted on U.S. college transcripts.
- C. One official transcript of **ALL** U. S. colleges and universities attended except Pasadena City College.

UNOFFICIAL TRANSCRIPTS AND PHOTOCOPIES OF DIPLOMAS ARE NOT ACCEPTABLE.

Requirements for Acceptance into the Dental Assisting Program

- The student must be a United States high school graduate, have a GED or the equivalent.
- GPA of 2.0 in high school.
- GPA of 2.0 for all college coursework.
- One official transcripts 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.
- Submit a completed application along with transcripts to the Health Sciences Division Office, U202. No copies or faxed applications will be accepted. Applications can be mailed or hand delivered. Please mail applications to:
Pasadena City College
Health Sciences Division U202
1570 East Colorado Blvd.
Pasadena, CA 91106-2003
- You must also apply to Pasadena City College and submit official transcripts to be eligible to enroll in courses. Applications to the college are available in the Admissions Office, L113 or online.

Students with Foreign Transcripts

Students with foreign transcripts must have their transcripts evaluated by one of the following three agencies 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

Additional Program Requirements

- A current CPR/Basic Life Support for Healthcare Professionals card must be maintained while in the program. CPR training can be obtained from the American Heart Association.
- After acceptance into the program, submit a completed health questionnaire evidencing good health including required immunizations/chest x-ray or Mantoux test.
- 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.
- Students must provide their own transportation to off-campus clinical sites.
- A selected uniform and adherence to the dress code is required.
- CPR and Health Questionnaire should be completed prior to the 1st day of class.

Selection Criteria for Admission

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, and representatives of the program faculty. Students will be selected based on the selection criteria below. Please note that only completed applications will be considered.

1. Students who are enrolled and/or completed one or more of the following courses:
DA 108, DA 110, DA 111, or DA 124
2. Students entering the Career Pathway Option from Dental Assisting to Dental Hygiene
3. Student who have completed the application packet during the application period.
4. Students who complete after the application period will be selected pending space availability.

Requirements for the Certificate of Achievement in Dental Assisting

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

Semester 1	Winter Intersession	Semester 2
DA 100	DA 124	DA 111
DA 108	*DA 125	DA 123B
DA 110	*DA 142	DA 127
DA 123A		DA 135
DA 140		*DA 200A/B
*DA 200A/B		

** DA 125, DA 142 and DA 200 are elective courses and are required for the certificate of achievement.*

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.

Students who successfully complete the Dental Assisting Program will receive the following:

1. Radiology Occupation Skills Certificate
2. Coronal Polish Occupation Skills Certificate
3. Pit and Fissure Occupation Skills Certificate
4. Dental Assisting Certificate of Achievement
5. Eligibility to apply for the State RDA exam and National Certification (CDA) exam
6. RDA Specialist courses, pending January 2010

Career Pathways Option for PCC Dental Assisting to Dental Hygiene

There is a Career Pathways Option from the PCC Dental Assisting Program to the PCC Dental Hygiene Program. Space will be reserved for two students who have met the Dental Hygiene application requirements and have successfully completed the Pasadena City College Dental Assisting program prior to fall enrollment.

Selection Criteria for the Career Pathways Option Dental Assisting to Dental Hygiene

1. All Dental Assisting (DA) applicants must meet the prerequisite requirements for application to the Dental Hygiene (DH) program.
2. All DA applicants must have completed the PCC DA program prior to admission to the Dental Hygiene program in the Fall semester.
3. The student must identify themselves as a PCC Career Pathway student on the application by acknowledging that they have completed or are currently enrolled in the DA program. If you have completed the PCC DA program, a copy of your Certificate of Achievement must be sent in with your Dental Hygiene application.
4. The pathway student must correctly complete all application information.
5. After five (5) years from completing the DA program the Pathway Option will no longer be available.