



**COLLEGE of
CENTRAL
FLORIDA**
-an equal opportunity college-

**DENTAL ASSISTING PROGRAM
APPLIED TECHNOLOGY DIPLOMA**

**INFORMATION SESSION
ATTENDANCE**

Please complete the following and forward to:

Deanna Stentiford,
Hampton Center, College of Central Florida, 1501 W. Silver Springs Blvd., Ocala, FL 34475-6456

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

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

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

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

Email Address: _____

Testing Dates: **TABE:** _____ **HESI:** _____ **CPT:** (if enrolling in
A.S. degree program) _____
MM/DD/YY MM/DD/YY MM/DD/YY

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



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 and for more information about information sessions, please visit our website at www.CF.edu. There is never a better time than **TODAY** to begin a new and exciting career in the field of dentistry.

Please contact me at stentifd@cf.edu if you are interested in this program so that I may assist you with scheduling and any academic advising needs. I look forward to working with you in the planning of your future as a health professional.

College of Central Florida
Deanna M. Stentiford, Ed.S, RDH, CDA
Dental Assisting Program Manager
352-854-2322, ext... 1529
stentifd@cf.edu

Dental Assisting The College of Central Florida

PROGRAM INFORMATION PACKET

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 is accredited by the Commission on Dental Accreditation (CODA).

<http://www.ada.org/117.aspx> with the status “approval without reporting requirements”. CODA will be conducting the next accreditation site visit at CF on October 25-26, 2011.

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 East Chicago Ave., Chicago, IL 60611-2678 or by calling 1-800-621-8099 ext. 4653.

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 Boards 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 check list.

All Health and Human Services 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.

ADMISSION CRITERIA

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

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

Applications can be obtained from Enrollment Services in the Bryant Student Union at the Ocala campus or 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.

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

Submit the Dental Assisting program application with all appropriate attachments to the Dental Assisting office, Hampton Center. Applications are reviewed monthly.

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

3. **Information Session (optional)**

Student can 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 visit our website at www.cf.edu/health.

4. **Testing**

Test of Adult Basic Education (TABE) Test. Students must take the **TABE** aptitude test prior to application to the program (\$10 fee). The test is given in the Bryant Student Union; you must schedule for the test by calling the Testing Center at 352-854-2322, ext. 1564. The program requires **10 points** in each area (Language, Reading and Math). By taking the test prior to application, we can assess areas of potential challenges for the student and create a plan to overcome those challenges. TABE scores must be current at the time of graduation so the test must be taken within two years of graduation date. For assistance or remediation of the TABE test, a program is set up through the Career and Technical Education (CTE) Support Center, Building. 13, Room 100. For assistance please contact Tony Belden at 352-854-2322, ext. 1462. **Copy of test results must accompany your application.**

Health Education Systems Inc. (HESI) Test: Students must take the **HESI** test prior to application to the program (\$40). The test is given in the Bryant Student Union; you must schedule for the test by calling the Testing Center at 352-854-2322 ext.. 1564. If testing dates are full, you may ask to be put on a stand-by basis. Preference seating will be given to scores of 50 percent in Math and 75 percent in Reading. Applicants who do not achieve these scores are advised to remediate and retest. You may retake the HESI test twice **during the year of application**, no sooner than four months after the first testing date. Study guides are available at our CF Learning Resource Center, Bookstore and various websites. You may also obtain more information on the HESI test by visiting the following website <https://evolve.elsevier.com>. **A copy of test results must accompany your application.**

5. **Observation Hours**

For students to get a general idea of a dental assistant's job, the student is required to do some observation. 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 their application. The documentation must be on office letterhead and signed by the dentist. The observation can only be done in a recommended dental office and it must be with a dental assistant (not a dental hygienist). Prior to observations, **students must submit the names of three dental offices they wish to observe to the Dental Assisting program office via email (stentifd@cf.edu)**. The program will then respond with approval of offices to 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. **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. Please contact the Criminal Justice Department, Building 31, 352-854-2322, ext. 1569, for current schedule.

Procedure:

1. Go to the Ocala Campus Cashiers window 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.

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

Academic advisement is available by appointment with the Health and Human Services Academic Advisor. For an appointment please call 352- 854-2322, ext. 1274.

STUDENTS THAT HAVE SUCCESSFULLY COMPLETED THE STEPS ABOVE ARE READY TO APPLY TO THE PROGRAM. Selection of students is based on the time the **COMPLETED** application is Submitted. Students will continue to be accepted until the class is full. Students will then be accepted to the next available class. The program begins every August.

Approximate Program Cost for Dental Assisting at CF

1. <u>Application Process</u>	
CF Application Fee	\$30.00
TABE Test	10.00
HESI Test	40.00
Criminal Background Check	55.00

2. <u>After Application and Prior to Start of Program</u>	
Health Certificate	150.00
CPR	40.00
Uniforms	100.00

3. <u>First Term</u>	
Approximate Matriculation Fee:	1675.18
Student fees:	578.75
• DANB Part 1	
• Student kit	
• Insurances	
Total Semester Tuition:	2,253.93

4. <u>Second Term</u>	
Approximate Matriculation Fee:	1,576.64
Student Fees:	325.00
• Lab Fees	
• DANB Part 2	
Total Semester Tuition:	1,901.64

5. <u>Third Term</u>	
Approximate Matriculation Fee:	1,675.18
Student Fees:	225.00
• Lab Fees	
• DANB Part 3	
Total Semester Tuition:	1,900.18

6. <u>End of Program</u>	
Graduation Pin	50.00

	Tuition:	\$4,927.00	\$18,571.00
	Approximate Expenses:	\$2,503.75	\$ 2,503.75
		\$7,430.75	\$21,074.75

Approximate Tuition	Florida Resident	Non-Resident
Cost per College Credit	\$ 98.54	\$ 371.42
(50 college credits)	Total Matriculation: \$4,927.00	\$18,571.00

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

CF DENTAL ASSISTING CURRICULUM
Applied Technology Diploma
50 credit hours

COURSE NUMBER	COURSE TITLE	# 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	1
BSC1080	Basic Anatomy and Physiology	3
DES1800	Introduction to Clinical Procedures	3
DES1806L	Introduction to Clinical Procedures Lab	1
DEA1151	Dental Psychology and Communication	1
DES1502	Dental Office Management	<u>3</u>
	<u>Semester Credit Hours</u>	17 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	<u>6</u>
	<u>Semester Credit Hours</u>	16 credits
<u>SEMESTER III</u>		
<u>Summer</u>		
DES2832C	Expanded Functions with Lab	2
DEA2033	Oral Pathology	3
DES1600	Dental Office Emergencies	1
DES1051	Dental Pharmacology	2
DEA1856	Clinic III Seminar	1
DEA1856L	Clinic Practice III	<u>8</u>
	<u>Semester Credit Hours</u>	17 credits
	<u>Total Program Credit Hours</u>	50

APPLICANT CHECK LIST

1. _____ Submitt application to The College of Central Florida. Check with the Office of Admission at CF to be sure your program code is **5510 for Dental Assisting**.
2. _____ Submitt all **OFFICIAL** transcripts from high school and colleges to the Admissions Office at CF.
3. _____ Attach a copy of your TABE scores.
4. _____ Attach a copy of your HESI scores.
5. _____ Provided proof of chairside observation with a dental assistant on dental office letterhead and signed by the dentist (8 hours minimum).
6. _____ Provide essay. Make sure the essay follows all guidelines on the admission process page.
7. _____ Attach the **original (pink) receipt with the raised seal** of your Criminal Background Check.
8. _____ Submitt the Dental Assisting application signed and dated with all required documentation to the Dental Assisting office, Hampton Center.

Keep copies of all documents Submitted to the office for your files.

TO BE COMPLETED IF YOU ARE ACCEPTED

1. _____ Return the Acknowledgement of Acceptance form indicating if you accept or decline your seat in the program.
2. _____ Attend a mandatory orientation session on the date specified in your acceptance letter; at that time you will receive further information.
3. _____ Submit a health certificate (including any laboratory test results and immunization records) signed by a physician or ARNP to the program coordinator by the date specified in your acceptance letter.
4. _____ Submit a copy of a current CPR card (BLS for Health Care Provider 2 person rescue; adult, infant/child) to the program coordinator by the date specified in your acceptance letter.

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 test for general educational courses. Program cost is the additional tuition for the 20 credits. These programs are new programs so no statistics are available for placement or salary.

- 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

COURSE NUMBER	COURSE TITLE	# 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	1
BSC1080	Basic Anatomy and Physiology	3
DES1800	Introduction to Clinical Procedures	3
DES1806L	Introduction to Clinical Procedures Lab	1
DEA1151	Dental Psychology and Communication	1
DES1502	Dental Office Management	3
	<u>Semester Credit Hours</u>	17 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
	<u>Semester Credit Hours</u>	16 credits
<u>SEMESTER III</u>		
<u>Summer</u>		
DES2832C	Expanded Functions with Lab	2
DEA2033	Oral Pathology	3
DES1600	Dental Office Emergencies	1
DES1051	Dental Pharmacology	2
DEA1856	Clinic III Seminar	1
DEA1856L	Clinic Practice III	8
	<u>Semester Credit Hours</u>	17 credits
	<u>Total Program Credit Hours</u>	50

General Education Core		
COURSE NUMBER	COURSE TITLE	# OF CREDITS
Enc1101	Freshman Composition Skills I	3
QMB1001**	College Business Mathematics	3
Note: Natural Science is required as part of Dental core.		
One of the following options: (To satisfy Social Science and Humanities requirements)		
ISS1010	Introduction to the Social Sciences and	
Hum1020	Introduction to the Humanities	
	OR	
WOH2012	World Civilizations I and either	
HUM1020	Introduction to the Humanities or	
HUM1230	Introduction to the Humanities: Since the Renaissance	6
	OR	
WOH2022	World Civilizations II and either	
HUM1020	Introduction to the Humanities or	
HUM1210	Introduction to the Humanities: To the Renaissance	
** MAC1105 College Algebra is recommended for students planning to enroll in the college's baccalaureate degree programs. Complete one of the following options:		
<u>2323: Dental Practice Management:</u>		
BUL2241	Business Law I	3
GEB1011	Introduction to Business	3
DEA1949	Dental Co-Op	<u>2</u>
	<u>Total Program Credit Hours</u>	70
<u>2324: Education:</u>		
EDF2005	Introduction to the Teaching Profession	3
EDF2085	Introduction to Diversity for Educators	3
EDF2002	or Educational Psychology	
DEA1949	Dental Co-Op	<u>2</u>
	<u>Total Program Credit Hours</u>	70
<u>2325: Marketing:</u>		
MAR2011	Principles of Marketing	3
MKA2021	Sales, Marketing and Advertising	3
DEA1949	Dental Co-Op	<u>2</u>
	<u>Total Program Credit Hours</u>	70
Total # of Credits:		70



**COLLEGE of
CENTRAL
FLORIDA**
-an equal opportunity college-

**DENTAL ASSISTING PROGRAM
APPLICATION**

CF ID No.: (if applicable) _____

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

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

Date you would like to begin the program? August _____

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

Email Address: _____

TABE Test Scores: Reading _____ Mathematics _____ Language _____

HESI Test Scores: Reading _____ Mathematics _____

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 and Human Services 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 and Human Services Division.

Signature of Applicant: _____

Date: MM/DD/YY

**Please submit application to:
 College of Central Florida
 Hampton Center / Dental Assisting
 1501 W. Silver Springs Blvd.
 Ocala, FL 34475-6456
 stentifd@cf.edu**

For Office Use Only:

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