



OWENS COMMUNITY COLLEGE DENTAL ASSISTING CERTIFICATE

ORIENTATION





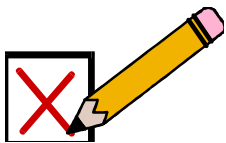
CHECKLIST
WHAT **MUST** BE DONE BEFORE STARTING
THE DENTAL ASSISTING CERTIFICATE PROGRAM

- √ **Register** as soon as possible and scheduled in the class no later than the beginning of semester

- √ If you decide not to enter the program next fall, relinquish your seat ASAP by calling Mrs. Beth Tronolone at 567-661-7374 or Mr. Wayne Swartz at 567-661-7191

- √ Complete Health Requirements and upload to Certified Background Check

- √ Complete **American Heart Association - CPR (BLS-Healthcare Provider)** training and upload a copy of the CPR card to Certified Background Check



Remember you cannot start the laboratory portion of your courses without the proof of Health Requirements, immunizations, and a copy of CPR card uploaded into the Certified Background Check site by due date.



Be prepared for a challenging and educational year - I look forward to assisting you in your new career direction !!!

Beth Tronolone, Chair

Introduction

We are pleased that you have selected Dental Assisting as your certificate program and that we have the opportunity to assist you toward your career choice.

When you meet your educational requirements, you will have joined a profession with many opportunities.

Dental Assisting – THE OPPORTUNITY TO MAKE A DIFFERENCE

Dental Assisting are nurturing professionals as well as critical thinkers who work in many settings. As a dental assistant, you, too, can enjoy the rewards of personally helping others and maximizing your potential.

Whether it's a professional beginning or a time for change, the many opportunities of a career in dental assisting can make a satisfying difference in your life.

Think of the advantages:

- ❑ Status of a healthcare professional
- ❑ Attractive income potential
- ❑ Rewards of keeping people healthy
- ❑ Flexible work schedule – full-time or part-time
- ❑ Direct patient care
- ❑ Variety of professional settings
- ❑ Opportunity to work nationwide or abroad
- ❑ Pleasant surroundings
- ❑ Career potential and stability

OWENS COMMUNITY COLLEGE
Dental Assisting Certificate

BOARD EXAMS

CODA Examination in Columbus Certified Ohio Dental Assistant.

PROGRAM DESCRIPTION

The mission of the Dental Assisting Program is to provide a scientifically current; competency-based curriculum focusing on intellectual, psychomotor, and affective education essential to become a competent Dental Assistant. The students are instructed in dental assisting by highly qualified faculty to meet today's changing oral health care needs.

ADMISSION

Admission is limited and selective. Students must maintain a 2.0 average or better to progress in the Dental Assisting. Students who do not maintain this average or receive less than 70% in a Dental Assisting Course will not remain in the program. Students must obtain a "C" or better.

READMISSION

Students may be readmitted one time only on a space available basis.

DENTAL ASSISTANT WORK ENVIRONMENT

The dental assisting healthcare worker provides services in an environment that includes blood and saliva. Diseases may be encountered in this type of environment; however, research shows that risks are negligible when appropriate infection control procedures/barrier techniques are used. Upon entering the program, there is in-depth training to meet the protocol for a hazard-free, safe learning environment.

Students enrolled in the Dental Assisting Certificate are required to take the Certified Ohio Dental Assistant Examination given in Columbus. This is held at the Ohio Business College offered twice a year in May and October. This exam is given on the weekend.

ACADEMICS

Students are graded on more than lecture materials. They are accountable for ethical and professional behavior and must demonstrate a desire and capability to provide quality dental care to clients.

Critical thinking is essential in a health care environment and information will be acquired and synthesized by the student and not only presented in a rote manner.

All program materials will not be presented in class time or lecture. Students are responsible for guided independent study. Also for reading and understanding all program manuals and syllabi.

To progress in the program the student must come to class prepared by reading assignments. It is estimated that for each course credit hour the student must do 3-4 hours of study each evening with approximately 8 hours on the weekends.

Students will be in class, lab or clinic approximately 16-18 hours a week, depending on the semester.

There will be required activities outside of courses in the curriculum such as; orientations, professional activities and the Student American Dental Assisting Association, Student Chapter.

The Dental Assisting Program is academically, clinically, and personally challenging. The compensation will come in the feeling of confidence and achievement you reach at the end of the certificate. At that time, you will have the privilege of entering the Dental Assistant Profession and all of the rewards associated with it.

Required Courses

1st Semester

- [DAS 101 - Intro to Dental Assisting](#) **Credits:** 1(Lec: 1)
- [DAS 102 - Dental Sciences](#) **Credits:** 4(Lec: 4)
- [DAS 103 - Chairside Assisting I](#) **Credits:** 3(Lec: 2 Lab: 3)
- [DAS 104 - Dental Materials I](#) **Credits:** 2(Lec: 1 Lab: 3)
- [DAS 105 - Infection Control](#) **Credits:** 2(Lec: 1 Lab: 3)
- [HIT 125 - Language of Medicine](#) **Credits:** 3(Lec: 3)

2nd Semester

- [DAS 106 - Practice Management](#) **Credits:** 2(Lec: 2)
- [DAS 107 - Dental Materials II](#) **Credits:** 3(Lec: 2 Lab: 3)
- [DAS 108 - Chairside Assisting II](#) **Credits:** 2(Lec: 1 Lab: 3)
- [DAS 109 - Dental Radiography](#) **Credits:** 2(Lec: 1 Lab: 3)

3rd Semester

- [DAS 201 - Dental Assisting Seminar](#) **Credits:** 1(Oth: 1)
- [DAS 202 - Dental Assisting Practicum](#) **Credits:** 5.50(Oth: 38)

APPROXIMATE PROGRAM COST

Required Fees:

Application Fee	\$ 20.00
New Student Orientation	\$ 65.00
Academic Support Service Fee	\$ 110.00
Tuition	\$ 5,003.10
Books	\$ 181.00
Student Kits	\$ 60.00
Health Requirements – Vary	\$ 900.00
Lab Fees	\$ 965.00
Scrubs	\$ 169.00
Total	\$ 7,473.10

End of Certificate Expenses

ADAA (Student Membership)	\$ 55.00
CODA Exam	\$ 65.00
Certificate Fees	\$ 5.00
HESI	\$ 30.00
Total	\$ 155.00

DENTAL ASSISTING CERTIFICATE GOALS:

The Dental Assisting Certificate Faculty and Staff base the curriculum on the following goals:

1. Uphold Professional Standards
2. Prepare Skilled Graduates

DENTAL ASSISTING CERTIFICATE PROGRAM OUTCOMES

DAS Certificate Outcomes	Mapping	Organizational Strategic Plan
Outcome #1 Students will employ effective communication.	9 AQIP Categories: #1 Helping Students Learn, #9 Building Collaborative Relationships	4A, 4C
Outcome #2 Students will demonstrate problem solving.	9 AQIP Categories: #1 Helping Students Learn	4A, 4C
Outcomes #3 Students will access, gather and utilize information.	9 AQIP Categories: #1 Helping Students Learn	4A, 4C
Outcome #4 Students will integrate technical competence in Dental Assisting.	9 AQIP Categories: #1 Helping Students Learn, #9 Building Collaborative Relationships	4A, 4B, 4C

**Reference list for Health Requirements
To be Submitted to Certified Background**

Requirement	What is needed	Additional information
Measles (Rubeola)	After history of two vaccinations: <ul style="list-style-type: none"> Submit a positive antibody titer for Measles (Rubeola). <i>(lab report required)</i> 	If not positive, get another booster. - After the booster is up loaded, no further action required.
Mumps	After history of two vaccinations: <ul style="list-style-type: none"> Submit a positive antibody titer for Mumps. <i>(lab report required)</i> 	If not positive, get another booster. - After the booster is up loaded, no further action required.
Rubella	After history of two vaccinations: <ul style="list-style-type: none"> Submit a positive antibody titer for Rubella <i>(lab report required)</i> 	If not positive, get another booster. - After the booster is up loaded, no further action required.
Varicella (Chicken Pox)	After history of two vaccinations: <ul style="list-style-type: none"> Submit a positive antibody titer. <i>(lab report required)</i> 	If not positive, get another booster. - After the booster is up loaded, no further action required.
Hepatitis B	<p><u>Prior</u> to start of the three shot series have blood drawn for a Hepatitis ANTIGEN (negative lab result required)</p> <p>After the Antigen is drawn, start the series:</p> <ul style="list-style-type: none"> Vaccination #1 Vaccination #2 done 1 month <u>after</u> #1 Vaccination #3 done 5 months <u>after</u> #2 <u>After #3</u> wait 3 months and have blood drawn for a Hepatitis ANTIBODY titer. Positive result required. <i>(lab report required)</i> 	<p>If, after the three shot series, your antibody does not show immunity, you need one more Booster (you do not need to repeat the series unless your health provider directs you to do so).</p> <p>- After the booster is up loaded, no further action required.</p>
Hepatitis Declination	<p>If you decline to get the Hepatitis series, you must:</p> <ul style="list-style-type: none"> Have blood drawn for a Hepatitis Antigen. (negative result required) <p>AND</p> <ul style="list-style-type: none"> Have a signed declination waiver on file. 	<p>This is an annual requirement.</p>

Requirement	What is needed	Additional information
TB Skin Test	2 Step TB Skin test (1-3 weeks apart) with yearly PPD's after. If positive results: provide a clear Chest X-Ray (<i>lab report OR physician verification of results required</i>)	This is an annual requirement.
Tetanus	There must be documentation of a Tetanus OR Tdap booster within the past 10 years.	
CPR Certification	There must be documentation of one of the following: <ul style="list-style-type: none"> • American Heart Association Healthcare Provider course • American Red Cross Professional Rescuers course Copy must be front and back of the card. The card must be signed	CPR Cards are good for 2 years.
Influenza	Submit documentation of a flu shot administered during the current flu.	This is an annual requirement.
Physical Examination	Download, print & complete the Physical Examination form and upload to this requirement. Physical Exam must be completed on Owens form AND signed by a medical professional.	This is an annual requirement.



STUDENT INSTRUCTIONS FOR OWENS COMMUNITY COLLEGE DENTAL HYGIENE DEPARTMENT

About CertifiedBackground.com

CertifiedProfile is a secure platform that allows you to order your medical document manager online. Once you have placed your order, you may use your login to access additional features of **CertifiedProfile**, including document storage, portfolio builders and reference tools. **CertifiedProfile** also allows you to upload any additional documents required by your school.

Before Placing Your Order

- **Required Personal Information**
 - In addition to entering your full name and date of birth, you will be asked for your Social Security Number, current address, phone number and Owens e-mail address.
- **Immunizations**
 - Document trackers provide secure online storage for all of your important documents. At the end of the online order process you will be prompted to upload specific documents required by your school for immunization, medical or certification records.
- **Payment Information**
 - During the online order process you will be prompted to enter your Personal Identification Number (PIN), which is your Student OCID.

Place Your Order

Go to: www.CertifiedBackground.com and enter package code:
You will then be directed to set up your **CertifiedProfile** account.

View Your Results

Your results will be posted directly to your CertifiedProfile account. You will be notified if there is any missing information needed in order to process your order. Your order will show as “**In Process**” until it has been completed in its entirety. Your school's administrator can also securely view your results online.

Immunization Tracker Requirements

Measles (Rubeola)

-Submit a positive antibody titer (lab report required) for Measles (Rubeola).

Mumps

-Submit a positive antibody titer (lab report required) for Mumps.

Rubella

-Submit a positive antibody titer (lab report required) for Rubella.

Varicella (Chicken Pox)

-Submit a positive antibody titer (lab report required).

Hepatitis B

-There must be documentation of one of the following:

Positive Hepatitis B Surface Antibody titer (lab report required)

Negative Hepatitis B Surface Antigen titer AND 3 vaccines

Declination waiver AND a negative Hepatitis B Surface Antigen titer within the past year

TB Skin Test

-There must be documentation of one of the following:

2 step TB Skin test (1-3 weeks apart) with yearly PPD's after

If positive results, provide a clear Chest X-Ray (lab report OR physician verification of results required)

Tetanus

-There must be documentation of a Tetanus OR Tdap booster within the past 10 years.

CPR Certification

-There must be documentation of one of the following:

American Heart Association Healthcare Provider course

American Red Cross Professional Rescuers course

-Copy must be front and back of the card & card must be signed. Certificates OR letters from provider are accepted temporarily until card arrives.

Influenza

-Submit documentation of a flu shot administered during the current flu season.

Physical Examination

-Download, print & complete the Physical Examination form and upload to this requirement. Physical Exam must be completed on school form AND signed by a medical professional.

I NEED HELP!!!

If you need assistance please contact **CertifiedProfile** at **888-666-7788** or studentservices@certifiedprofile.com and a Student Support Representative will be available **Monday-Thursday 8am-8pm, Friday 8am-6pm & Sunday 12pm**

