



Dental Assisting Program (DA)

Program Code D45240

Admission Application

Application Deadline: May 30, 2019

Program Start Date: August 15, 2019

http://www.cpcc.edu/health_sciences/dental-assisting



I. Program Overview

The Dental Assisting curriculum prepares individuals to assist the dentist in the delivery of dental treatment and to function as integral members of the dental team while performing chairside and related office and laboratory procedures. According to the [US Bureau of Labor Statistics](#), the job outlook for Dental Assistants is expected to grow much faster than average. As of May 2012, dental assistants in the US earned a median annual salary over a third higher than other healthcare support occupations. Specific duties of dental assistants vary by state and by the type of dentists' office. For North Carolina, more information can be found at the [NC State Board of Dental Examiners website](#).

The Dental Assisting program is a limited enrollment program which admits a new class of 30 students in the fall of each academic year. Course work includes instruction in general studies, biomedical sciences, dental sciences, clinical sciences, and clinical practice. A combination of lecture, laboratory, and clinical experiences provide students with knowledge in infection/hazard control, radiography, dental materials, preventive dentistry, and clinical procedures. During the program of study, students take the [Dental Assisting National Board Examinations](#) to become a Certified Dental Assistant (CDA). As an NC Dental Assistant II, defined by the Dental Laws of North Carolina, graduates work in dental offices and other related areas.

II. Steps to Complete Before Applying for the DA Program

CPCC College Admission

1. *Graduate from High School or complete the GED by May 31st prior to the program start date.*
2. *Complete the CPCC College Admission Application.*
Applications are available online on the [CPCC Website](#) or at any of the CPCC campus locations. Designate the Dental Assisting Holding Code (A55280A) as the program of interest on the College Admission Application.
3. *Attend a Dental Assisting (DA) Program Information Session at CPCC.*
The DA program hosts information sessions for students interested in a detailed description of the program and the admission process. Dates and locations of these sessions will be posted on the [CPCC Dental Assisting program website](#).
4. *Request an external official copy or copies of high school/GED and college transcripts be sent to CPCC Student Records, PO Box 35009, Charlotte, NC 28235-5009.*
 - Official copies of external transcripts should be ordered at least **one month** prior to the application due date and should be received at CPCC no later than one week after the application period is closed in order for the application to be eligible for review.
 - Transcripts are processed in the order of which they are received. Please allow up to four weeks for processing once your transcripts are received. You will be notified via your CPCC student email when the evaluation is completed.
 - If you are currently enrolled in a course you wish to use for points on your application, remember to request a new transcript upon completion
5. *If your high school or college transcripts are not from the United States, you will need an International Transcript Evaluation reviewed by an agent outside of Central Piedmont Community College.*
A list of [International Evaluators](#) is available in the Counseling Department in the Central High Building on the CPCC Central Campus or through the [National Association of Credential Evaluating Services \(NACES\)](#) website. There is a fee for this service.

Required Testing

All students should speak to an academic advisor regarding the need to take the [required Math and English Placement tests](#). Some students may be [exempt from placement testing by a waiver](#). If placement tests are required, the student must meet with an academic advisor to review placement test scores.

- If placement tests determine developmental English (DRE) courses are required, they must be completed prior to applying to the Dental Assisting program.
- There is no Math requirement for Dental Assisting; therefore, developmental math (DMA) coursework is not necessary to apply to the Dental Assisting program.

Required Coursework

Students must be eligible to take college level English (ENG 111) in order to apply to the Dental Assisting program.

Get a Head Start!

Any non-DEN prefix course required for the Dental Assisting program can be taken prior to submitting the DA Program Application. This is not required; however, completion of designated courses will also increase your application score. See the course listings on the [Dental Assisting website](#) for the list of required courses. Graduating from the Dental Assisting program requires successful completion with a grade of "C" or better of all general education and DEN prefix courses.

III. Dental Assisting Program Admission

Application points can be earned from the following areas:

1. Completed Applicable Academic Courses
2. Attendance at a Dental Assisting Information Session (strongly recommended)
3. Related Work/Education Experience
 - o Employment (all relevant experience must be within three years of application)
 - Dental Assistant I for at least 1 year and documented by a letter of recommendation on letterhead from the employer
 - Medical or Allied Health employee for at least 1 year and documented by letter of reference from employer
 - o Education
 - Graduate of a technical high school Dental Assisting program documented by copy of diploma (must be within 5 years of the application deadline)
 - Graduate of a Dental Assisting I program documented by copy of certificate (must be within 5 years of the application deadline)
 - Observation experience in a dental office for a minimum of 40 hours documented by letter on letterhead including dates and hours attended. Observation must be completed within 2 years prior to the application deadline

All applicable points should be recorded on the application form on page 4. Application must be fully completed (**typed, not hand-written**) and submitted along with the other supporting documents.

Questions About the Admissions Process?

- Contact the Admissions Specialist at healthsciences@cpcc.edu

IV. Acceptance Into the Program

A maximum of 30 students are accepted into the program each year. **Acceptance notifications will be sent out within one month after the application deadline.**

Upon acceptance into the Dental Assisting program, students are required to:

- Submit results of a drug screen at their own expense.
- Students must also complete a medical exam and a TB test, provide record of immunizations, show proof of medical insurance and carry CPCC's student accident insurance.
- Submit results of a North Carolina and/or national criminal background check at their own expense. Students may need to repeat this if requested by a clinical site.
- Students are required to be certified in CPR prior to the first day of classes in the dental program at their own expense and must maintain certification throughout the course of study. The program does offer a CPR course at the beginning of August or it can be taken through the American Heart Association or American Red Cross (when requesting a CPR course, ensure that it is a course with a "hands-on" exam).

The required forms are available at [the DA Program Website](#) and will be discussed at the mandatory Dental Assisting Orientation session for students who are accepted into the program.

Students accepted into the program will also be asked to read and sign to acknowledge that they have read and understand the [Essential Functions statement](#) outlining the essential functions necessary for the completion of the Dental Assisting program.

- After acceptance and enrollment in the program, students are required to take all courses as scheduled and sequenced. This is considered a lockstep sequence program.

V. Dental Assisting Program Application Form

Student Identification

Complete (**typed, not hand written**) shaded areas with all information currently available.

First Name		Last Name		CPCC Student ID	
Street/Apt					
City		State		ZIP	
Home Phone		Cell Phone		CPCC Email	
Essential Functions Document					
Please check the box to the right to indicate that you have reviewed and understand the criteria in the Essential Functions document					

Scores

Record scores for Items 1-4 in shaded areas with all information currently available according to the instructions below.

Item					Points Earned	Points Possible				
1. Attendance Dental Assisting (DA) Information Session										
	Date attended		(attach certificate of proof of attendance with application) Date of attendance must be no older than 1 yr.			(2)				
2. Related Work and Prior Education						(5)				
Specified documentation must be provided for points to be awarded. Employment must be within 3 years of application. Graduation from a Dental Assisting Program must be within 5 years of the application deadline.										
Employed as a Dental Assistant I for a period of at least one year and documented by letter of recommendation, on letterhead, from the employer.										
Document one of the following: <ul style="list-style-type: none"> • Graduate of a Dental Assisting I program, documented by copy of certificate. • Graduate of a Technical High School Dental Assisting Program documented by copy of diploma. • Medical or Allied Health employee documented by letter of reference on letterhead from employer. • Observed in a dental office for a minimum of 40 hours, documented by letter on letterhead including dates and hours attended. 						(1)				
					A	B				
					C					
3. Completed Academic Courses										
• Choose one course from each category. High school (HS) courses may not be used if the corresponding college course is complete. • Course point computation: A=6 pts, B=3 pts; C=1 pt • HS courses must be completed within 5 yrs, college BIO courses within 10 yrs and CHM within 5 yrs of applying.					Category I	ENG 111				(30 pts total)
						High School 11 th Grade English				
					Category II	BIO 168, BIO 169 or BIO 163				
						High School Biology or Anatomy and Physiology				
					Category III	CHM 121/121A or higher (optional for application points)				
						High School Chemistry or Physics				
					Category IV	COM 110				
						COM 231				
Category V	MED 121 (optional for application points)									
	MED 120 (optional for application points)									
Total Application Points						(37)				

VI. Application Submission

Check Your Application for Completion

1. Ensure that all steps are completed for applying to CPCC (page 2).
2. **Type** all information on the Program Application Form (page 4).
3. Secure the following documents to the application:
 - a. Verification of Work Experience
 - b. Certificate of proof of attendance at Dental Assisting information session (if applicable)

Submit the Completed Application

Submit on or before the deadline date as follows:

- Drop Box

Deposit during standard business hours (Monday-Friday) in the labeled drop box located on the third floor of the Health Careers building on the Central Campus, Room # 3545 (across from the elevators)

Or

- Mail to: Nazirah Pearson, Admissions Specialist
Attn: Dental Assisting
CPCC Central Campus, Belk/Health Sciences Building
PO Box 35009
Charlotte, NC 28235-5009

Mailed applications must be postmarked by application deadline date.

Or

- Email to: Nazirah Pearson, Admissions Specialist at healthsciences@cpcc.edu

Scan application page 4 and all additional documents to include as an attachment if emailing.

Please note: Your application will be considered ineligible for review if any required documents or forms are incomplete or missing.

Official external high school/GED and college transcripts as well as AP exam scores must be submitted to Student Records for processing at least one month prior to the admissions date and received one week after the application deadline. (see page 2)

Questions About the Admissions Process?

- Contact the Admissions Specialist, at healthsciences@cpcc.edu or [schedule an appointment](#) to meet with the Admissions Specialist for this program