Program Information: Dental Assisting (DA)

Program Overview:
The Dental Assistant program prepares students for entry-level employment in one of the fastest growing healthcare positions. The purpose of this program is to familiarize the student with all areas of pre-clinical dental assisting and provide training in the professional skills required to function as an assistant in the dental practice. This course covers the following key areas and topics: 1) Administrative Aspects—the history of dentistry and dental assisting; introduction to the dental office; the legal aspects of dentistry; policies and guidelines and 2) Clinical Aspects—introduction to oral anatomy; dental operatory; dental equipment, introduction to tooth structure; primary and permanent teeth; the oral cavity and related structures; proper patient positioning; dental hand-pieces; sterilization; and other areas. In addition to entry-level jobs, this course is ideal for students interested in pursuing a future formal Dental Hygienist program. Upon completion of the Dental Assisting Program, students are prepared for the Radiation Health Safety (RHS) and Infection Control (ICE) exams associated with the Certified Dental Assistant (CDA) credential offered through the Dental Assisting National Board (DANB). Passing scores on these two exams qualifies students for chairside clinical placement in a dental office. After completion of 3,500 chair-side hours, students are eligible for DANB’s General Chairside (GC) exam, the final exam component necessary to achieve the CDA credential. RHS and ICE exam payment included in Dental Assisting Program fee.

Program Provider:
Curriculum is provided by Condensed Curriculum International (CCI)
Program is delivered by Bitterroot College University of Montana

Program Location:
Bitterroot College UM, 103 South 9th Street, Hamilton, Montana

Program Days and Times: Tuesday, March 13 through Thursday, May 24, 2018

- Classroom Instruction (60 contact hours)
  - 6:00 PM - 9:00 PM, Tues & Thurs, March 13 – May 24
  - No class Tues, March 27 and Thurs, March 29
- Radiation Health Safety (RHS) and Infection Control (ICE) exams
  - Date and times to be announced

Program Fee:
- Full payment of $1,650 due by Wed, March 7, 2018 (see application for payment submission instructions)
- Student payment includes textbook, workbook, handouts, and Radiation Health Safety (RHS) & Infection Control (ICE) exam fees
- Refund Policy: 100% refund before payment due date; 75% refund between payment due date and course start date; no refund after course start date

Program Fee Assistance
**IMPORTANT: Program Fee Assistance takes time to process; connect with assistance providers ASAP**
- Pathways Programs Funding (formerly WoRC), Human Resource Council, 303 North 3rd Street, Hamilton
  - Lisa Kears, (406) 363-6101 ext. 237 or Holly Montgomery, (406) 363-6101 ext. 239
- Rural Employment Opportunities (REO)
  - Will Bodle, william@reomontana.org, (406) 274-4172
- Veterans Administration Educational Benefits
  - Roch Turner, roch.turner@umontana.edu, (406) 375-0100, Bitterroot College, 103 S 9th, Hamilton
- Veterans Administration Vocational Rehabilitation Services Training Funds
  - Shak Emly, shak.emly@va.gov, (888) 279-7528; 2675 Palmer, Suite A, Missoula
- Vocational Rehabilitation Services Training Funds – Disability Employment Assistance Program
  - Sarah Seltzer, sseltzer@mt.gov, (406) 375-0203; Bitterroot College, 103 S 9th, Hamilton
Program Fee Assistance (continued)

- Workforce Innovation & Opportunity Act (WIOA) Training Funding (does NOT include help with application costs)
  - For Ravalli County residents, contact local Job Service WIOA Program Operators
    - DeLynn Gardner, dgardner@mt.gov, (406) 565-2243; Bitterroot College, 103 S 9th, Hamilton
    - Fran Krieger, fkrieger@mt.gov, (406) 560-1689; Bitterroot College, 103 S 9th, Hamilton
  - For non-Ravalli County residents, contact your local Job Service office
    - Montana Job Service office locations can be found at jobservices.dli.mt.gov/

Age, Education, ID, Email, and Other Requirements for Program Application:

- 18 years of age or over
- Must have a high school diploma from an accredited high school, high school equivalency diploma (GED or HiSET), OR qualifying Test of Adult Basic Education (TABE) scores
  - TABE is available free of charge every Monday at 9 AM at Literacy Bitterroot (303 North 3rd Street, Hamilton). Testing takes approximately 3 hours. Contact Literacy Bitterroot at (406) 363-2900 or abc123@montana.com for more information
- Must have a photo ID for proof of identity
- Must have a personal email account which can be accessed daily
- Must demonstrate requisite emotional and mental maturity/health for work in a clinical setting
- Must be able to lift 20 to 30 lbs.
- Must complete Health History portion of program application

Background Check Required with Program Application:

- Visit app.mt.gov/choprs/ and under Public Users click on Start Service
- Cost is $14.50; pay online with eCheck, credit card, or debit card
- Print background check document and attach to program application

Vaccination Records Required with Program Application:

- Record of TB test results (within past year); contact your primary care provider or Ravalli County Public Health Department at (406) 375-6670 if you need a current test
- Record of Hepatitis B, MMR (2 doses), and Tdap vaccinations; contact your primary care provider or your public high school for your vaccination records; contact your primary care provider or Ravalli County Public Health Department at (406) 375-6670 if you need these vaccinations
- Attach TB test results and Hep B, MMR, & Tdap vaccination records to program application

Retain Program Information for Your Records

Questions?
Contact Bitterroot College at (406) 375-0100 or email Roch Turner at roch.turner@umontana.edu
Program Application: Dental Assisting (DA)

Application Requirements *(see program information sheet for details)*

1) Must meet age, ID, email, emotional/mental health, and physical requirements
2) Must submit *HS transcript, GED or HiSET transcript, OR TABE scores* with application
3) Must submit *cleared background check* with application
4) Must submit current *TB test* and current *Tdap, MMR, & Hep B vaccination* records with application

Application Deadline is **Wed, Mar 7, 2018** for training starting on **Tues, March 13, 2018**

Submit completed application to:

*Bitterroot College UM*
103 South 9th Street, Hamilton, MT 59840

Application questions? (406) 375-0100 or roch.turner@umontana.edu

Include with completed application:

☐ **Full program fee payment of $1,650** — make check payable to *Bitterroot College UM* or pay in person at Bitterroot College with cash, credit card, or debit card *(see program information sheet for payment assistance options)*

☐ **HS transcript, GED or HiSET transcript, OR TABE scores** *(see program information sheet for details)*

☐ **Cleared background check documentation** *(see program information sheet for details)*

☐ **TB test and Hep B, MMR, & Tdap records** *(see program information for details)*

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Full Legal Name: ___________________________________________  First  Middle  Last

Mailing Address: ___________________________________________________________

City: __________________________ State: ____________  Zip Code: __________________________

Social Security Number *(required for exam registration)*: __________________________

Telephone No: __________________________  Email Address *(required)*: __________________________

Gender *(optional)*:  Male  Female  Date of Birth: ____________  Age at Start of Program: ____________

List any currently held healthcare certifications:

________________________________________________________________________

________________________________________________________________________

Summarize previous work experience:

________________________________________________________________________

________________________________________________________________________

*(application has two pages – continue to second page)*
Provide relevant life experiences: __________________________________________

______________________________________________________________________

______________________________________________________________________

List three qualities you have which will help you be an attentive and competent Dental Assistant:

______________________________________________________________________

______________________________________________________________________

______________________________________________________________________

Health History *(required)*

Have you *EVER* been diagnosed with any of the following conditions *(please circle all that apply)*:

- Hepatitis
- HIV or Aids

By signing this application, I certify that my application information is true and correct to the best of my knowledge, and I understand that falsification or omission of information may result in denial or rescinding of admission to Bitterroot College’s Dental Assisting Training Program.

Applicant’s Signature ____________________________ Date ________________

For Office Use Only

Required Application Materials

- Complete Application
- HS/HS Equiv/TABE
- Background Check
- TB Test
- Hep B Records
- MMR Records
- Tdap Records

Reviewer’s name: __________________________________________

Reviewer’s comments:

Passed RHS Exam *(circle one)*: YES NO

Passed ICE Exam *(circle one)*: YES NO

Payment Type: Student ________ WIOA ________ Other *(explain)* ________________________________

Photo ID: ID Type ___________________________ ID No. ___________________________ ID Checked By ______________

Application reviewed on ___________________________ Accepted ___________________________ Denied ___________________________