Dental Assistant - Fall 2024

PROGRAM OVERVIEW:

The Dental Assistant program at Linn-Benton Community College provides students with theory, performance-based and expanded function skills, and clinical experience. The program prepares its graduates for employment in dentistry by emphasizing current concepts in clinical dental assisting and developing proper work ethics, particularly in regard to accuracy, safety, conduct on the job, and recognizing the value of continuing education. The program is accredited by the American Dental Association's Commission on Dental Accreditation and by the United States Department of Education. Completion of LBCC's one-year Dental Assistant Program will provide you with a certificate in Dental Assisting. For more information visit the [Dental Assistant webpage](#).

PROGRAM DATES: Fall Term 2024 through Summer Term 2025.

ESTIMATED PROGRAM COST: $10,000 (subject to change)

APPLICATION TIMELINE:

ONLINE APPLICATION OPENS -
May 6, 2024, 9:00 A.M.
RESIDENT PRIORITY -
May 6 - 10, 2024 *(see below)*
MANDATORY INFORMATION SESSION -
May 10, 2024, 11:00 AM - 1:00 PM *(see page 2)*
ONLINE APPLICATION CLOSES -
September 9, 2024 *(subject to change)*

APPLICATION DECISION EMAILS -
scheduled to begin going out by June 7, 2024
POST-ADMISSION REQUIREMENTS DUE -
July 2024 *(see page 7)*
MANDATORY MEETING -
July 2024 *(see page 7)*
PROGRAM STARTS -
September 30, 2024

CLASS SELECTION PROCESS:

The four-term Dental Assistant Program accepts one cohort per year. New applicants as well as returning applicants must complete the entire application process as outlined in this application bulletin. It is the responsibility of each applicant to be informed on and adhere to all application procedures and deadlines as they may change from year to year. If you satisfy the minimum application requirements and do not have any other admission limitations, you will be considered a qualified applicant. Admission to the program is based on a first-come first-served system with Resident Priority and then Completion Priority applied when relevant (see below). Admission Limitations may apply.

RESIDENT PRIORITY will be first given to qualified applicants who are residents of LBCC's Tax District and/or Linn or Benton Counties (Oregon) followed by out-of-district, then out-of-state, and then international applicants who apply between May 6 - 10, 2024. After these dates Resident Priority will no longer be considered. To determine whether or not you live at such an address (whether you rent or own) you may inquire through your county tax assessor's office or website. See page 3 for additional details regarding how to qualify for Resident Priority.

COMPLETION PRIORITY will then be given to applicants who completed all minimum application requirements prior to applying, followed by those with applicable course enrollment during Spring Term 2024, and then to those with applicable Summer Term 2024 enrollment. All courses must be completed on schedule with a grade of "C" or higher through a regionally accredited institution. Proof of enrollment will be required. Enrollment in Fall Term 2024 or later will not be accepted toward minimum application requirements.

APPLICATION QUESTIONS
Lorraine Lara, Academic Planning Specialist
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2024 DENTAL ASSISTANT APPLICATION CHECKLIST

Course numbers listed below refer to LBCC courses as described in the LBCC Catalog. All applicable courses must be completed with a grade of "C" or higher through a regionally accredited institution prior to the start of the program. See page one (1) for information regarding this program's Class Selection Process, Resident Priority, and Completion Priority. Official transcripts must come from the original institutions where the applicable transfer courses were completed. Transfer course equivalency is considered on a case by case basis and is not guaranteed. Meet with your advisor to discuss transfer equivalencies. Applicants will be required to supply the following for each course to be considered: course number, institution name, completion year, and the grade(s) received.

MINIMUM APPLICATION REQUIREMENTS:

☐ **MANDATORY PRE-APPLICATION INFORMATION SESSION: May 10, 2024, 11:00 am-1:00 pm**
All applicants are required to complete the entire 2024 Pre-application Information Session.
NOTE: Since the above session date has passed, use this link to complete the alternative option: **https://docs.google.com/document/d/13HGaodg5uDVL8efIJbto9t4TLStNCXQ3wA4IvnvOpPQ/edit?usp=sharing**

☐ **CHECK FOR ADMISSION LIMITATIONS** *(see page 3)*

☐ **SUBMIT OFFICIAL TRANSCRIPTS** for all transfer courses

☐ **SUBMIT THE ONLINE DENTAL ASSISTANT APPLICATION** *(see page 6)*

☐ **SUBMIT THE SUPPLEMENTAL INFORMATION FORM (SIF)**
After completing the online application, a link to the online SIF will be sent via email within three business days. Information regarding the following will then be required within two business days.

    ☐ **Residency** *(see page 3)*

    ☐ **Understanding and Compliance** *(see pages 4-5)*

    ☐ **High School graduation or GED:** An electronic copy of your high school diploma, GED certificate, or state accredited equivalent will be required.

    ☐ **Minimum Application Requirement Courses:**

        ☐ **MTH 050** - Number Sense & Critical Thinking (completed within the last five years)*
        NOTE: Next year's application will require completion of or placement into MTH 075 or higher.

        ☐ **WR 115** - Introduction to College Writing*

    * Successfully placing **above** this course via the LBCC Placement Test PRIOR TO APPLYING TO THE PROGRAM may be used to meet this requirement. Time restrictions still apply. "Self Placement" will not be accepted.

COMPUTER SKILLS RECOMMENDATION:

The Dental Assistant Program is a technical program. To help ensure success in this program it is highly recommended for all students to have a basic familiarity with computers, the web environment, and common software (ex: email, Windows Office Suite, Google Apps, Adobe Acrobat, etc.).

POST-ADMISSION REQUIREMENTS:

Carefully review the last page of this application bulletin for additional information regarding what documentation will be required from students who receive an admission offer to this program.

CANCELLATION: This program is subject to cancellation if there are an insufficient number of clinical sites or eligible students. In the event of cancellation, applicants must re-apply for a later session.

RESIDENCY INFORMATION FOR LIMITED ENROLLMENT PROGRAMS

For limited enrollment programs such as this one, a resident is defined as someone who established permanent residency 90 days before the first day applications are accepted for that program. Permanent residency is defined as the home a person intends to return to after any absence, and in which one's dependents reside for an unlimited period of time. Student housing does not qualify as a Permanent Residence. As part of the Online Supplemental Information Form you will be required to submit information regarding your residency for the entire 90 day period leading up to the application. Information you will be required to provide includes legal name, phone number, LBCC student ID or Social Security Number, program of choice, street address, city, state, ZIP, and time period at the applicable address(es). You may be required to submit additional documentation upon request to show proof of your permanent residence. Misrepresentation of your permanent residence may result in forfeiture of your application status with this program.

NOTE TO INTERNATIONAL APPLICANTS:

It is important to consult with LBCC's International Office to determine whether your student Visa type allows you to claim USA permanent residential status and/or to be admitted to this type of program.

ADMISSION LIMITATIONS

Applicants should be aware of the following Admission Limitations. Failure to comply may result in application denial.

➢ **APPLICATION COMPLETION:**

Applicants must submit proof of completing all Minimum Application Requirements by the deadlines given to be considered for admission to this program. Applicants are responsible for ensuring LBCC's Admission department has up-to-date transcripts and course information for transfer credits they want considered.

➢ **PREVIOUSLY ADMITTED STUDENTS:**

Applicants who have previously been admitted to this program are no longer eligible to apply if they exited the program based on safety concerns <u>or</u> if they exited the program two previous times based on unsuccessful attempts to pass academic and/or clinical requirements not directly related to safety (includes withdrawal in lieu of failing grades).

➢ **HOLDS*:**

Applicants must have no registration Holds at LBCC during the entire application and admissions process to be considered for admission to this program. Financial Holds must be addressed through the LBCC Business Office prior to program admission.NOTE: New Student Holds (no previous LBCC credits or registration) are the only exception.

➢ **ACADEMIC STANDING*:**

Applicants' Academic Standing must be in Good Standing at LBCC during the entire application and admissions process to be considered for admission to this program.

➢ **STUDENT STATUS*:**

Applicants must be in good Student Status with Student Services at LBCC during the entire application and admissions process to be considered for admission to this program.

* To view your status at LBCC: 1) Log in to WebRunner through Single Sign-On, 2) Select "Student," 3) Select "Registration," 4) Select "Check Your Registration Status," then 5) Select the next available term. Contact your LBCC advisor if you have questions about your status.

NOTE REGARDING FINANCIAL AID

The Federal Financial Aid standards and policies regarding Satisfactory Academic Progress (SAP) are not identical to the college's standards on admission/registration eligibility. Your Financial Aid SAP status will not limit your potential admission into this program, but may severely affect your funding options. To view your current SAP status: 1) Log in to WebRunner through Single Sign-On, 2) Select "Financial Aid," 3) Select "Your Financial Aid Status," 4) Select the Aid Year, and 5) Click on 'Satisfactory Academic Progress' tab. Visit LBCC's Financial Aid webpage for additional information.

2024 STATEMENTS OF UNDERSTANDING AND COMPLIANCE

When applying to this program, you will be required to affirm that you understand all of the following:
➢ Students admitted to this program must be the age of 18 or older prior to the scheduled start date.
➢ Dental Assistant Program is a technically challenging science based program of study.
➢ Eligibility to take the national Dental Assistant National Board (DANB) exams may be restricted if you have been convicted of, or pled guilty or no contest to, a felony or any crime punishable by confinement in a state or federal prison for any length of time. Contact DANB as soon as possible to receive more information on their criminal background requirements and processes (1-800-FOR-DANB). If applicable, admitted students will be required to confirm contact with DANB prior to starting the program.
➢ LBCC's Student Right to Know information located at www.linnbenton.edu/student-rights
➢ Applicants who were previously admitted to this program are no longer eligible to apply IF they exited the program based on safety concerns or IF they exited the program two previous times.
➢ Admission Limitations, Financial Aid's Satisfactory Academic Progress, and the Nondiscrimination Statement.
➢ Applicants must comply with all application criteria and deadlines.
➢ Communication from LBCC regarding your program application will be sent to your LBCC email account. If you do not yet have an LBCC email, LBCC will send information via your personal email until an LBCC email has been assigned.
➢ Some occupational health hazards in this program include the wearing of latex gloves and masks, and working conditions which can intensify Carpal Tunnel Syndrome. Meet with the Dental Assistant advisor if you have any skin, breathing or other risk factors to consider.
➢ If you are suspected of or known to have a communicable disease which may be transmitted under normal program activities, you will be required to have documentation of completing medical treatment prior to participating in clinical/lab assignments.
➢ Some fieldwork sites may require documentation from your healthcare provider stating you are free from communicable diseases thus are able to work without accommodations for such communicable diseases.
➢ If admitted, you will be required to complete all LBCC admissions and graduation requirements.
➢ If admitted, you will be required to complete and pass all post-admission requirements by the deadlines which will be specified in the admission materials. It is your responsibility to plan appropriately to meet each deadline. See page 7 for additional important details.
➢ If admitted, you will be required to pay for and complete the LBCC approved criminal background check. The results will determine, in part, your eligibility to remain in the program but will not guarantee your eligibility to be licensed or employed in this career field. Neither previously completed nor alternative criminal background checks will suffice.
➢ If admitted, you will have your social security number (SSN) matched against the US Department of Health & Human Services list of individuals who are barred from any participation in federally funded health programs. If on the list, you will not be eligible to participate in this program.

➢ If admitted, you may be required to clear a program approved drug test as a condition for continued admission. Students may be required to comply with a non-LBCC site's policy. Testing may be random and unannounced or conducted when there is reasonable suspicion that performance and/or behavior may be the result of the presence of a drug and/or alcohol. The presence, as determined by the program's test procedures, of prescription or non-prescription drugs, controlled substances, etc., may result in immediate dismissal from the work site and disenrollment from the program and its related academic courses. The presence of marijuana will result in immediate dismissal from the program. Students may also be subject to appropriate disciplinary action for violating LBCC's Student Standards of Conduct.
➢ If admitted, you will be required to maintain a minimum "C" grade in each graduation required course, and courses must be taken in the specified sequence.

NONDISCRIMINATION STATEMENT

LBCC Comprehensive Statement of Nondiscrimination

Linn-Benton Community College does not discriminate based on race, color, religion, ethnicity, use of native language, national origin, sex, sexual orientation, gender, gender identity, marital status, disability, veteran status, age, or any other status protected under applicable federal, state, or local laws in its programs or activities. For further information see Board Policy 1015 and Administrative Rule 1015-01. The following staff members have been designated to handle inquiries regarding the nondiscrimination policies:

For concerns or inquiries regarding disability accessibility and accommodations:
Contact: Carol Raymundo, Director of Accessibility Resources
RCH-101, Albany Campus, Albany, OR 97321
(541) 917-4789
raymundo@linnbenton.edu

For concerns or complaints about the College or an LBCC staff member:
Contact: Heather Mercer, Director of Human Resource Development and Support and Title IX Coordinator
CC-108, Albany Campus, Albany, OR 97321
(541) 917-4425
mercerh@linnbenton.edu

For concerns or complaints about a student:
Contact: Jill Childress, Manager for Student Conduct and Retention and Title IX Coordinator
WH-215, Albany Campus, Albany, OR 97321
(541) 917-4848
childrj@linnbenton.edu

Request for Special Needs or Accommodations
Direct questions about or requests for accommodations to LBCC's Accessibility Resources, 541-917-4789 or accessibility@linnbenton.edu at least three business days in advance for special events and as soon as possible for classroom or other emerging requests. LBCC will make every effort to honor requests. LBCC is an equal opportunity educator and employer.

ONLINE APPLICATION INFORMATION

When applying to this program you are required to apply online. Applications will open online on May 6, 2024 at 9:00 am. Early applications will not be considered. Online applications receive an automatic time/date stamp. The application is projected to close September 9, 2024.

Online Application Instructions for applicants new to LBCC:

1. Go to http://www.linnbenton.edu/apply
2. Select **"See Steps to Apply"**
3. Under *Here are the steps to apply*, select **"Create a WebRunner account"**
4. Select **"Show Application Form"**
5. Create your **Login ID**, your **PIN**, and verify your **PIN** (PIN must consist of 12-20 alphanumeric characters)
6. Select **"Login"**
7. Select <mark>Dental Assistant</mark> from the Application Type drop down options (See **NOTE** below)
8. Select **"Continue"**
9. Select "**Fall 2024"** from the Admission Term drop down options
10. Enter at least your **first** and **last name** into the appropriate boxes
11. Select **"Fill Out Application"**
12. Complete all online application checklist items:
    - ✓ Name
    - ✓ Mailing Address with County, and Cell #
    - ✓ Personal Information[1]
13. Select **"Application is Complete"**[2]

RETURNING/EXISTING LBCC STUDENTS:

You might be able to submit the online application by following these steps: Log in to your WebRunner account through Single Sign-On, select the **"Student"** tab, select **"Admissions"**, select **"Apply with an online application"**, and then, *beginning at step 7 above*, follow the rest of the online application steps above*.* See **NOTE** below if you do not see this program's Application Type.

NOTE: Do NOT select any other application type (ex: *New Student*, *Transfer Student, etc.*). Selecting any other application type will prevent you from progressing through this program's application processes thus may forfeit your potential for admission consideration. If you are applying within the appropriate application dates but did not find this program on the Application Type drop down list, create a new application by starting at Step 1; use a new Login ID and password and select the correct Application Type.

Reminder: **After completing the Online Dental Assistant Application for Admission you will receive an email within 3 business days with a link to the Online Supplemental Information Form (SIF). You will then have two business days to submit the SIF so you may maintain your application time/date stamp. See page 2 for information on what will be required within the SIF.**

Tips: [1] Date of Birth (DOB) and Social Security Numbers (SSN) are used, in part, to help ensure applications are not mismatched between LBCC applicants with the same names. During this step of the application process entry of DOB and email will be required and entry of SSN will be optional. Both may be required for other admission requirements.
[2] Once you submit your application a time/date stamp will be applied electronically. If additional information is needed to process your online application, you will be contacted by a staff member from the Admissions department. Failure to provide accurate information will result in your application being delayed, may result in forfeiting your application time/date stamp, and may result in it being denied.

POST-ADMISSION REQUIREMENTS

Applicants who receive an admission offer will be required to complete the Post-Admission Requirements by the deadlines provided. Additional instructions will be provided to the admitted students. These are subject to change and are not included in the cost of program tuition and fees:

➢ **COMMITMENT:** All admitted students will be required to submit an admission commitment form
➢ **SPRING/SUMMER TERM COMPLETION:** If applicable, submit proof of Spring term application course completion by June 21, 2024, and/or proof of Summer term application course completion by September 5, 2024. Official transcripts are required for all applicable transfer courses.
➢ **REGISTRATION:** Admitted students must complete COMM 111 during Fall term 2024 or sooner and MTH 075 (or higher) during Winter term 2025 or sooner with a grade of "C" or higher
➢ **INFORMATION RELEASE:** Admitted students will receive the program required form to complete
➢ **CRIMINAL BACKGROUND CHECK:** Pass the LBCC approved check (estimated cost: $72)
➢ **JULY MANDATORY MEETING:** Admitted students will receive additional instructions
➢ **HEALTH AND TRAINING DOCUMENTATION:** By July 2024 admitted students will be required to submit electronic copies of the following through an online tracker (estimated tracker cost: $50).
   ○ **Positive Hepatitis B surface antibody titer*** – antibody blood test; vaccinations alone will NOT be accepted. <mark>**EARLY ACTION REQUIRED:** Applicants should have proof of the entire HepB vaccination series <u>AND</u> the follow-up Hepatitis B Surface Antibody Titer prior to applying to this program. Older vaccines do not always result in the required Positive (aka: Reactive) HepB Surface Antibody Titer, thus additional HepB vaccination(s) and testing may also be required.</mark>
   ○ **MMR (Measles, Mumps, Rubella)*** – positive antibody titers for all three components <u>or</u> 2 vaccinations
   ○ **Negative Tuberculosis (TB) test*** – Either a Negative TB Blood Test (Quantiferon Gold or T-Spot) or Negative 2-Step TB Test (involves 2 separate Negative TB skin tests completed 1-3 weeks apart); must have been completed within the last 12 months and updated annually.
   ○ **CPR** – ONLY the American Heart Association BLS CPR for Healthcare Providers <u>or</u> American Red Cross BLS Provider CPR certifications will be accepted. All other CPR certifications will be denied. Must be kept current.
   ○ **First Aid** – Training must include an in-person skills test. Must be kept current.
   ○ **Physical Requirements** – Admitted students will be required to complete and submit a Dental Assistant Program specific physically and eye exam form; healthcare provider approval/ signature will be required
➢ **RECOMMENDED IMMUNIZATIONS:** The following are recommended but not required. Some clinical sites may require one or all of these for clinical placement acceptance, thus not completing these might result in fewer clinical placement options while in the program.
   ○ **COVID-19*** – proof of being fully vaccinated; must include the vaccine manufacturer and lot#
   ○ **COVID-19 Booster*** – Completed per CDC guidelines
   ○ **Influenza (flu)*** – Current flu vaccination & updated annually
   ○ **Polio*** – Positive antibody titers <u>or</u> 3 vaccinations
   ○ **Tdap (Tetanus, Diphtheria and Pertussis)*** – 1 vaccination every 10 years
   ○ **Varicella (Chicken Pox)*** – positive antibody titer <u>or</u> 2 vaccinations
   * Health records must be in the form of a copy of either an official immunization card or original immunization/medical screening document. Official documentation must include: 1) Your name, 2) Date of Birth, 3) Name of administering Agency or provider, 4) Name of injection, test, etc., and results, if applicable, 5) Date of injection, test, etc., 6) Healthcare Provider's signature, official stamp or letterhead.
➢ **ADDITIONAL COSTS:** Admitted students will receive additional details. Costs may include the completion of a N-95 mask Fit screen/test through an Occupational Medicine facility (est. cost: $70 - $275), travel for lab and/or clinical experiences, the purchase of field specific student liability insurance (costs vary), etc.