

Dear Prospective Student,

Thank you for your interest in the Allan Hancock College Dental Assisting Program. We are pleased that you are exploring Dental Assisting as a profession. Dental Assisting is a demanding discipline and the course of study is challenging as well as rewarding. We urge you to recognize the commitment that is essential if one is to be successful in this program.

This program is two-semester (starts in fall and ends in spring) and provides technical skills needed for employment in a dental office. The student develops skills to participate as a member of the dental health team in general chairside and specialty procedures, office management and x-ray techniques. Upon successful completion of the program, students receive a certificate in Dental Assisting, x-ray license, coronal polishing and pit and fissure sealants. Students may also earn an Associate in Science Degree in dental assisting (Please speak with a counselor to see how to qualify, highly recommended).

Please review the contents of this application packet thoroughly prior to submitting your application and supporting documents. Keep a copy of all documents for your reference.

If you have questions regarding the program please take a look at the Dental website (<https://www.hancockcollege.edu/dental>) or if you have a specific question about the application process contact the Health Sciences Office at healthsciences@hancockcollege.edu.

Sincerely,
Tawnya Karstrom
Program Technician

DENTAL BOARD OF CALIFORNIA

Approved by the California Board of Dental Examiners, this program provides technical skills needed for employment in a dental office. The student develops skills to participate as a member of the dental health team in chairside general and specialty procedures, office management and x-ray techniques.

CERTIFICATION BY STATE

Certification is through the Dental Board of California. The certifying exam is usually held in August of each year. Upon completion of the Dental Assisting certificate requirements, students are then eligible to take the California Registered Dental Assistants Exam. This examination consists of a written exam. If the exam is successfully passed, students will become registered dental assistants (RDA).

CERTIFICATION OF COMPLETION BY ALLAN HANCOCK COLLEGE (AHC)

Completion of 32.5 units is required for both the associate in science degree or the certificate; with the degree requiring more general education courses (please see counseling for more information on general education requirements). The second semester Spring courses (Jan – May) include a 200-hour internship in a dental offices.

A certificate of completion will be awarded to students who successfully complete all courses through Allan Hancock College.

- A class certificate will be awarded for the following:
 - Radiography
 - Requires a full mouth series of x-rays be taken on five (5) patients. It is the students’ responsibility to arrange for these patients.
 - Coronal Polish
 - Requires each student to provide three (3) patients for coronal polishing. These patients will need to be calculus free.
 - Pit and Fissure Sealants
 - Law and Ethics
 - Infection Control and HIPAA

Semester	Course	Description	Units
Summer	DA-310	Exploring Dental Careers	1.0
Fall	DA-314	Introduction to Bio-Dental	3.0
	DA-317	Dental Assisting Theory	7.0
	DA-318	Basic Dental Assisting Skills	3.0
	DA-319	Dental Assisting Administrative Skills	3.0
	DA-320	Dental Assisting Practicum in the Community	1.0
Winter	DA-330	Coronal Polish	1.0
Spring	DA-325	Clinical Dental Procedures	3.0
	DA-326	Dental Radiography	4.0
	DA-327	Dental Screening	0.5
	DA-328	Pit and Fissure Sealants	1.0
	DA-329	Dental Assisting Practicum	4.0
	DA-332	RDA: Law and Ethics	0.5
	DA-348	RDA: Success Seminar	0.5

In order to be considered for the Dental Assisting program, you must turn in an application and all documentation required to complete. This application is application period specific. Please read through the entire packet and be sure to turn in a complete packet. A randomized lottery will seat the first 24 students who applied, all other applicants with a lottery number will be placed on a program waitlist.

COMPLETED APPLICATION PACKET AND ELIGIBILITY:

- Your student ID number, starting with H. If you do not have one, you must apply for admissions to AHC using the online application.
- You must be at least 18 years of age to start the program, you will need to provide proof with this application.
 - Acceptable forms of proof of age: birth certificate, passport (page containing name and date of birth), driver's license or state id. - only one document is required.
- Turn in a **copy** of your High School Diploma, High School Transcripts or GED certificate.
- All applicants must show proof of completion of English 101 with a grade of "C" or better or current enrollment for Spring.
 - A printout of your AHC unofficial transcripts must be provided with this application.
 - Official transcripts from previous colleges must have already been evaluated by AHC Admissions and Records Transcriber and in your AHC portal to print for proof of completion of English 101.

UPON ACCEPTANCE INTO THE DENTAL PROGRAM

All applicants will be emailed admission status to the email address you provide on this application, by the end of the day **June 21, 2024**. Please write or type your application clearly so there is not any confusion on the information you are giving. Be sure to check your spam/junk email, AHC email sometimes does not go to your inbox.

- All students in the program are expected to pass with a "C" grade or better in all required courses and maintain a 2.0 Grade Point Average (GPA) or above each term prior to moving on to the next term. Core curriculum is intended to be completed in one academic year.
- Students must provide their own transportation to off-campus clinical sites.
- A selected uniform and adherence to the dress code is required.
- If accepted you must complete a physical by an MD, DO, ANP/FNP or PA of your choice. You will be required to turn in a complete immunization record with the physical form, CPR certification (specific to program), complete and pass a drug screening and background check, order kits (Information given during Summer course) and purchase program approved uniforms by the acceptance packet due dates to be in compliance with our facilities (Packet will have all information along with deadline dates and will be sent via email with your seating status).
- It is the responsibility of the student to register and pay for all the Dental Assisting (DA) classes held in each semester by the deadline dates and follow the college payment policy.

DRESS CODE

Your appearance reflects the dental clinic and college standards, it indicates to patients and co-workers your pride and interest in your profession. These standards are maintained by personal neatness and cleanliness, by wearing only the authorized uniform and by avoiding the use of elaborate jewelry and cosmetics. More information regarding uniforms and appearance will be in the emailed acceptance packet.

EMPLOYMENT OPPORTUNITIES

The median wage in 2023 for a Dental Assistant in California was \$48,730 annually, or \$23.43 hourly. A dental assistant may work in private practice either in general dentistry or a specialty such as periodontics, oral surgery, endodontic, pedodontics, orthodontics or prosthodontics. Other areas of employment include community clinics, government agencies including federal or state hospitals, armed service dental clinics, dental supply sales, and dental school clinics.

FINANCIAL AID

Please contact the Financial Aid office for all questions and/or eligibility, or go to <https://www.hancockcollege.edu/finaid/index.php> for up-to-date information.

NOTE:

Allan Hancock College does not guarantee that you will become a Registered Dental Assistant (RDA), even if you successfully complete the course and pass the State Board. If you have a conviction that bars you from becoming licensed or if you use an invalid social security number.

Applications will be accepted in one of the following ways:

- Hand deliver your complete packet to the Health Sciences office (M132) on the Santa Maria campus. (Mailbox across from the M132 office door)
- Mail: Attn: Allan Hancock College \ Health Sciences Department M132 \ 800 S College Drive \ Santa Maria, CA 93454. (Post marked on or before the application due date)

It is recommended to place all documents in one envelope before turning in.

IMPORTANT:

- The Dental Assisting program will follow all CDPH, CDC, California Dental Association and Santa Barbara County health guidelines and regulations.
- Failure to comply with regulatory health standards could potentially limit your placement in a clinical site and affect your ability to complete the program.
- It is the responsibility of the facilities (Externship sites) to hold students to the same standards as an employee who has patient contact. The facilities have the final say as to whether a student may participate in patient care. It is not the decision of Allan Hancock College.
- Infractions, probations or pending court cases with a disposition date within 7 years showing up on backgrounds may result in non-admittance to or dismissal from the program. Felony convictions will result in non-admittance to the program.
- It may take several weeks to complete the background check/drug screening, please pay close attention to due dates. You may be dropped from the program if the background check/drug screening is not started by the date in your acceptance packet.

****BACKGROUND CHECKS:** The Joint Commission of Hospital Accreditation and policies of our externship sites have required that any person having patient contact be screened for criminal convictions, and the results must be available to the facility or clinic.

DENTAL ASSISTING PROGRAM ESTIMATED STUDENT FEES

Pre-Enrollment Expenses	
PHYSICAL EXAM – Private physician	Variable Cost
IMMUNIZATIONS – Hepatitis B Series, DPT, MMR, Varicella, TB, COVID Series	Variable Cost
BACKGROUND CHECK – Corporate Screening	\$48.00 (Specific)
DRUG SCREENING – Med Plus Central Coast on Depot Street (AKA Dignity Health Urgent Care)	\$55.00 (Specific)
Total is estimated excluding variable costs	\$103.00
Summer Semester	
CPR FOR HEALTHCARE PROVIDERS EMS 306 (\$23 ½ unit) (\$11.50 material fee) (\$25.50 textbook)	\$55.75 (AHC)
EXPLORING CAREER OPPORTUNITIES IN THE DENTAL PROFESSION (1 unit @ \$46 in state)	\$46.00
REQUIRED TEXTBOOKS WITH WORKBOOK - ENTIRE PROGRAM	\$254.00
HEALTH FEE (\$20), STUDENT CENTER FEES (\$1 PER UNIT/\$10 MAX), STUDENT REP FEE (\$2 OPTIONAL)	\$32.00
PARKING (\$2.00 PER DAY OR \$10.00 FOR SEMESTER)	\$10.00
AHC STUDENT ID CARD WITH PICTURE	FREE
IDENTIFICATION NAME PIN (QUANTITY = 1)	\$5.00
Total is estimated excluding variable costs	\$402.75
Fall Semester	
UNIFORMS (4 tops, 4 bottoms, 1 pair of shoes)	\$200.00 (The Shack)
TUITION (17.0 units @ \$46/unit)	\$782.00
CLINICAL SUPPLIES (PURCHASED THROUGH UCLA)	\$260.00
PARKING (\$2.00 PER DAY OR \$20.00 FOR SEMESTER)	\$20.00
HEALTH FEE (\$23), STUDENT CENTER FEES (\$1 PER UNIT/\$10 MAX), STUDENT REP FEE (\$2 OPTIONAL)	\$35.00
MISCELLANEOUS SUPPLIES (disks, notebooks, pens, etc.)	Various Cost
Total is estimated	\$1,297.00
Spring Semester	
TUITION (14.5 units @ \$46/unit)	\$667.00
PARKING (\$2.00 PER DAY OR \$20.00 FOR SEMESTER)	\$20.00
HEALTH FEE (\$23), STUDENT CENTER FEES (\$1 PER UNIT/\$10 MAX), STUDENT REP FEE (\$2 OPTIONAL)	\$35.00
MISCELLANEOUS SUPPLIES (disks, notebooks, pens, etc.)	Various Cost
CLINICAL SUPPLIES (PURCHASED THROUGH UCLA)	\$320.00
Total is estimated	\$1,042.00
State Licensure Fees— After program expense	
STATE BOARD EXAM APPLICATION FEES & FINGERPRINTING	\$250.00
Total is estimated	\$250.00

TOTAL ESTIMATED COSTS TO ACHIEVE DENTAL ASSISTING CERTIFICATE

\$2,900.00 (excluding variable costs)

Prices are subject to change

TOTAL ESTIMATED COSTS TO ACHIEVE REGISTERED DENTAL ASSISTANT LICENSE

\$3,100.00 (excluding variable costs)

Prices are subject to change

Personal Information		
Full Name: (First, MI, Last)		
Address:		
<small>Street Address</small>	<small>Apartment/Unit #</small>	
<small>City</small>	<small>State</small>	<small>ZIP Code</small>
Primary Phone:	Secondary Phone:	
Social Security or Tax ID Number:	Birth Date (MM/DD/YYYY):	
AHC Student # H:	Email Address: (Mandatory)	
Education		
List any other Health Sciences programs you are applying to during Spring -		

Confidential Applicant Survey

Federal and state mandates require that we compile summary data on the gender and ethnicity of applicants. To assist us in complying with this requirement we are requesting that you complete the below.

Supplying the following information is optional and will not affect the status of your application.

I identify my ethnicity and gender as:

- | | |
|--|---|
| <input type="checkbox"/> African American / Black
<input type="checkbox"/> American Indian / Alaska Native
<input type="checkbox"/> Asian
<input type="checkbox"/> Other Asian
<input type="checkbox"/> South Asian / Indian, Pakistani etc.
<input type="checkbox"/> Filipino
<input type="checkbox"/> Hispanic / Latino
<input type="checkbox"/> Native Hawaiian
<input type="checkbox"/> Other Pacific Islander
<input type="checkbox"/> Caucasian / White | <input type="checkbox"/> Mixed race
<input type="checkbox"/> Other
<input type="checkbox"/> Male
<input type="checkbox"/> Female
<input type="checkbox"/> Other
<input type="checkbox"/> Unknown
<input type="checkbox"/> Prefer not to answer

Preferred language at home _____

_____ |
|--|---|

It should be emphasized that it is the policy of Allan Hancock Joint Community College District that no person shall be discriminated against on the basis of race, color, ancestry, religion, gender, national origin, age, physical/mental disability, medical condition, marital status, or sexual orientation, information regarding the gender and ethnicity as applicants is not supplied to any other agency and is kept in a confidential file.

You may hand deliver this application packet to the mailbox across from the M132 office door or mail it into the college using the address on page 4 by the last day of the application period. No phone calls or emails regarding status.

Please read and acknowledge your understanding by checking the box

- I have read this application packet carefully and agree to comply with the standards and rules detailed within; application process, completion of certificate guidelines and any other detailed information provided on this application. **I will complete mandated items and turn in copies of forms as detailed in this application.**
- I agree that I must submit proof, with this application, that I am 18 years of age or older to participate in the Dental Assisting Program.
- I understand that I must show proof of English 101 complete with a grade "C" or better. If I am currently taking English in the spring semester, my spot is contingent on passing. I understand that my official transcripts from ALL other colleges will be transcribed through Admissions and Records before I turn in my unofficial AHC transcripts showing completion of the prerequisite.
- I understand that once I am accepted, a physical, proof of immunizations, background check and drug screening are required by the clinical facilities and not by Allan Hancock College. Infractions, probations or pending court cases showing up on the background check and/or a positive drug screen test may result in non-admittance to or dismissal from the program.
- I understand that I will be notified via email no later than **June 21, 2024** by the end of the day. It is my responsibility to print my email clearly on the application, and check my spam/junk mail. If given a seat, the information packet will be emailed to the email address I have provided.
- If I am on the waitlist (maintained until the last day to add), I understand that I will be contacted via EMAIL or PHONE as seats become available and I may not have very much time to respond. It is my responsibility to complete the packet within the timeframe specified upon notification.

I certify that the statements made in this application are true and complete to the best of my knowledge and that any false or misleading information I may give, may be cause for denial of admittance.

Signature _____

Date _____

Submitting an application does not guarantee that applicants have satisfied minimum criteria

If you would like to apply to more than one program within the Health Sciences department, you are welcome to do so, however, if your lottery number places you in more than one program at the same time, the office will decide which program you will be placed in. You will only be permitted to register for one program at a time. To be considered for the other programs the following year, you must apply to that program during the next application period and attach the acceptance email.

For office use only:

Application Complete: ___ Yes ___ No (Application, Proof of Age, Copy of Diploma / GED / Transcript, AHC unofficial xscript)

English 101 Complete: ___ Yes ___ No ___ IP Semester/YR _____ Grade: _____

Any other program applications turned in? ___ Yes ___ No Program _____

Notes:

Please remember to make a copy of your entire application packet prior to turning it in. Copies will not be made in the Health Sciences Office. Copy machines can be found in the library, student services or campus graphics.