Thank you for your interest in the Diablo Valley College Dental Assisting Program. We are pleased that you are exploring dental assisting as a profession. Registered Dental Assistants are an essential member of the dental team, which include, preparing patients for treatment, assisting the dentist with a wide variety of treatment procedures, taking & developing x-rays, sterilizing dental instruments and patient education. They may work for general dentists or specialists in areas such as orthodontic, endodontic, surgery, and pediatric dentistry.

**Attitudes and Characteristics of the Successful Registered Dental Assistant**
- Attention to detail
- Enjoy working with a diverse population of employees and patients
- Flexible, ethical, reliable, timely, and exhibits the manual dexterity, visual and auditory acuity and motor coordination necessary
- Patient, emotionally stable, demonstrates sound judgment, tact and self-control.
- Able to work directly under a dentist’s direction, can follow written and verbal instructions, accepts responsibility for the results of his/her actions
- Team player who works within the parameters of the dental assisting scope of practice in an ethical manner and who is able to communicate with health team members and patients
- Able to accept constructive criticism and perform self-evaluation activities which result in personal and professional growth

**Program Description**

The DVC Dental Assisting Program is accredited by the American Dental Association Commission on Dental Accreditation and by the United States Department of Education and has also been approved by the Dental Board of California. The goal of the Diablo Valley College Dental Assistant Program is to graduate students that have demonstrated competencies in clinical and administrative practices as well as demonstrated work ethics and professional values consistent with that of the American Dental Association (ADA) and the California Dental Practice Act (DPA). Graduates of the program are eligible to take the California Registered Dental Assistant’s Examination and the Certified Dental Assistant National Examination.

The program consists of two consecutive semesters (Fall & Spring) of full time study. Students are involved in an administrative and clinical practicum in dental care settings in the community. These may include managed care facilities, private dental practices, state and county clinics, dental schools, and school-based oral health programs. Applicants are advised that a high level of dexterity, the ability to multi-task, and a high degree of attention to detail are required for the successful completion of this program.
General Education Requirements

A Certificate of Achievement in Dental Assisting is mandatory for successful completion of the Registered Dental Assisting Program. Students must complete all course requirements before graduation to be eligible for the Dental Assisting National Board Examination and Licensing Examinations held by the Dental Board of California. The following general education or equivalent courses must be taken prior to or concurrently with the dental assisting requirements with a grade of “C” or higher:

- COMM 120 – Public Speaking or COMM 121 – Persuasion and Critical Thinking or COMM 128 – Interpersonal Communication
- BUS 101 – Business English or ENGL 118 – College Writing Development or ENGL 122 – Freshman English: Composition and Reading
- PSYCH 101 – General Psychology or PSYCH 122 – Psychology in Modern Life

Students may also earn an Associate in Science in Dental Assisting which requires additional general education courses. Please contact Counseling at (925) 969-2140 for more information.

National and State Licensing Requirements

In addition to successfully completing the course of study in an approved dental assisting program, the California Dental Practice Act requires that candidates for licensure be of good moral character and be citizens of the United States or lawfully entitled to remain and work in the United States. Fingerprinting is required and checked by the Department of Justice and/or the Federal Bureau of Investigation prior to state licensure. Prospective students are advised that if they have felony or misdemeanor convictions or have a history of substance abuse or infectious disease that this may preclude subsequent licensure as a registered dental assistant in California. Additionally, students must have a social security number or an individual tax identification number in order to apply for licensure in the State of California. Applicants should contact the Dental Board of California for more information at www.dbc.ca.gov

Program Cost Estimate

The Dental Assisting Program current cost estimate for 2015-2016 is between $5,000-7,000, subject to change annually. For financial assistance, contact the DVC Financial Aid office at (925)969-2009 or http://www.dvc.edu/studentfinancialaid/

Policies for Admission

Admission to the DVC Dental Assisting Program is based on the general admission policies for DVC (see the DVC College Catalog for General Admission Policies), guidelines consistent with state and federal law, and guidelines established by the American Dental Association Commission on Dental Accreditation. The program provides equal opportunity in education and employment and does not discriminate on the basis of race, color, national origin, sex, age or handicap in accordance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1992 and Section 504 of the Rehabilitation Act of 1973.
Process for Admission

Entrance into the Diablo Valley College (DVC) Dental Assisting Program is highly competitive with enrollment limited to 24 students and will be determined by a lottery. Applicants must register and attend DENTL 150A – Orientation to the Dental Assisting Program in Summer 2015. Admission is contingent upon completion of this course with a grade of 75% or higher to formally be entered into the lottery for acceptance to the 2015-2016 Dental Assisting class. DENTL 150A – Orientation to the Registered Dental Assisting Program will be offered:

DENTL 150A Orientation to the Registered Dental Assisting Program - (P/NP) - .5 Unit
Students Must Register for one of the two sections (indicated below) which include lecture and one lab.

DENTL 150A-Section 3553 May 26 and May 30
Lecture: Tuesday 3:00 - 8:50pm Room LHS 217
Lab: Saturday 8:30 - 11:20am Room LHS 102 Dental Clinic
Note: Each student must attend the lecture and one of the two labs to be eligible for the LOTTERY and acceptance into the Registered Dental Assisting Program.

DENTL 150A-Section 3554 May 26 and May 30
Lecture: Tuesday 3:00 - 8:50pm Room LHS 217
Lab: Saturday 1:00 - 3:50pm Room LHS 102 Dental Clinic
Note: Each student must attend the lecture and one of the two labs to be eligible for the LOTTERY and acceptance into the Registered Dental Assisting Program.

Application Packet

A complete application packet must be brought to class, Tuesday May 26th and include all of the following in one envelope to be used in determining eligibility for the program:

1. Dental Assisting Program Applicant Check List form
2. Completed Dental Assisting Program Application form, including applicant's signatures
3. Official, sealed and unopened transcripts verifying high school graduation or its equivalent
4. Official, sealed and unopened transcripts from all colleges and universities attended, reflecting final grades. Exceptions:
   • transcripts are not required for coursework completed at DVC, Contra Costa and Los Medanos Colleges;
   • do not resubmit official transcripts if they are already on file at Admissions and Records
5. Completed Worksheet for Certificate in Dental Assisting Degree

Previous Applicants

Applications are not carried over from one year to the next. If you wish to be considered as a candidate in each year, you must submit a completed new application packet containing all materials as directed. Application requirements will be changing for the 2016-2017 academic year. Please refer to the DVC – Dental Assisting Program website for the most up to date information regarding admission requirements: http://www.dvc.edu/academics/bhsd/assist/
Primary Admission Requirements for DVC Dental Assisting Program Applicants

1. Must have high school diploma or its equivalent.
2. Must complete DENTL 150A – Orientation for the Dental Assisting Program.
3. Submit a completed DVC Registered Dental Assisting Program application packet.

Student Selection

Students who complete DENTL 150A – Orientation for the Dental Assisting Program with Passing (P) grade will be entered into the State mandated lottery system for admission into the program. Admission is contingent upon completion of this course with a grade of 75% or higher to formally be accepted into the 2015-2016 Dental Assisting class. If the student does not attend or successfully pass the orientation, the position in the class will be awarded to an alternate. If a student declines their acceptance into the program, the position in the class will be awarded to an alternate. The alternate list is only valid for the current application cycle.

Admission Requirements for DVC Dental Assisting Program Accepted Students

1. Prior to August 3rd, students who have been chosen to be a part of the Class of 2016 will be required to show: (1) proof of CPR (American Heart Association/Health Care Provider/American Red Cross/Professional Rescuer) certification; (2) required immunizations/titers; (3) proof of negative 2-step TB test; (4) results of a recent physical examination/screening; (5) results of a certified background check; and (6) results of a certified drug test. Reporting documents will be handed out during orientation meeting.

Additional Information

No guarantee can be made that an applicant will be accepted into the dental assisting program. Making false statements on the application is cause for entrance denial or dismissal from the program. If an applicant is not admitted into the dental assisting program, DVC offers other programs that may be of interest. Please contact a DVC counselor for more information at (925)969-2140.
# Dental Assisting Program Application

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<th>Date</th>
<th>Date of Birth</th>
<th>DVC 7 digit ID Number or Social Security Number</th>
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**How did you find out about the DVC RDA program?**

- [ ] Have you attended DVC before? Yes [ ] No  
  If “Yes”, what year(s) did you attend? [ ]

- [ ] Have you attended another DA program? Yes [ ] No  
  If “Yes”, where and when did you attend, and what was the reason for leaving? [ ]

- [ ] Have you applied to the DVC DA Program before? Yes [ ] No  
  If “Yes”, list previous application year(s): [ ]

- [ ] Have you been an alternate to DVC’s DA program before? Yes [ ] No  
  If “Yes”, when: [ ]

Please list the name, starting and ending dates, and any degrees or certificates, for all high schools, colleges, technical and vocational schools attended. Also include colleges in which courses were attempted although they may not have been completed.

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<th>Name of School</th>
<th>City and State</th>
<th>Dates Attended</th>
<th>Name and date of degree awarded; or state “degree in progress”; or “no degree”</th>
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**Applicant’s Certification**

I hereby certify that I have personally read and completed the above application. I understand the application criteria and procedures for the Dental Assisting Program. I accept complete responsibility for requesting all required official documents. All information provided is true and accurate.

Signature of Applicant  
Date of Application
Worksheet for Certificate of Achievement in Dental Assisting

Filing Period: **May 26, 2015 at 3:00 p.m.**

**Directions:** This form is to be completed by the applicant. Enter the course number, course title, college where the course was taken, the date (semester) the course was completed, or identify the semester you plan to take the course. The shaded area is completed through the verification process by DVC staff. Substitutions for General Education Courses must be approved by Admissions and Records, and are kept on file. **Please Note:** A Certificate of Achievement in Dental Assisting is **mandatory** for successful completion of the Registered Dental Assisting Program. Students must complete the DVC degree requirements before graduation to be eligible for the Dental Assisting National Board Examination and Licensing Examinations held by the Dental Board of California.

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<th>DVC Category/Course</th>
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<th>Course Name</th>
<th>College Where Course Was Taken</th>
<th>Date completed or planned</th>
<th>Course Grade</th>
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<td>COMM 120 or</td>
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<td><strong>Behavioral and Social Science</strong></td>
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<td><strong>ENGL 122 (required)</strong></td>
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**Applicant’s Certification**

I hereby certify that I have personally read and completed the above worksheet. All information provided can be verified by transcripts or a Degree Audit Report. I accept complete responsibility for requesting all required official documents.

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<thead>
<tr>
<th>Signature</th>
<th>Date</th>
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**International Coursework**

Foreign college transcripts need to be translated/evaluated by a foreign evaluation services that is a NACES member. A list of NACES approved credential evaluators is available at [www.naces.org](http://www.naces.org). Evaluation must include a course-by-course report with semester unit equivalencies that distinguish between upper- and lower-division coursework, and include letter grades. If foreign coursework is to be used to satisfy a DA requirement, catalog descriptions will be required to show course equivalencies. English coursework taken at a foreign college will not equate to English 122. The official, evaluated transcript must be included in your application packet.
Fall 2015 Dental Assisting Program Applicant Checklist

Directions: To be completed by applicant and included in application packet. Please use the check boxes below to ensure that you have included everything in your application packet and that it is complete. Only those pages of the application packet specified need to be included. We strongly recommend you mail your completed application packet via certified mail, return receipt requested. Using certified mail will give you the ability to track delivery of your application packet. Please do not call the Dental Assisting Department or the Dental Assisting Program Coordinator to ask about the status of your application.

Completed application packet is due on May 26, 2015 at 3:00 pm. Please bring packet to our first class meeting at:

Diablo Valley College
Life Science Building
LHS-217
Pleasant Hill, CA 94523

Applicant Name: ________________________________________________________

(Last Name) (First Name)

Other Name(s) Used:_____________________________________________________

☐ Dental Assisting Program Applicant Check List
☐ Dental Assisting Application including applicant’s signature
☐ Worksheet for Certificate of Achievement in Dental Assisting including applicant’s signature
☐ Official, sealed, and unopened transcripts from high school, all colleges and universities attended reflecting final grades
  • Exception: Transcripts are not required for coursework completed at DVC, Contra Costa or Los Medanos Colleges
  • do not resubmit official transcripts if they are already on file at Admissions and Records