

**CHECKLIST FOR DENTAL ASSISTING
CERTIFICATE APPLICANTS
For September 2012 Admission**

Dear Student:

This checklist will enable you to create a personal record of the documents/activities you have completed towards applying to the Dental Assisting Certificate Program.

Admission Information:

Admission to the Dental Assisting Program is competitive. There are more qualified applicants to the program than there are seats available. The Dental Assisting Program Admissions Committee reviews **completed applicant files** and makes admission decisions on an on-going basis.

Academic Advising:

Individuals interested in applying to the Dental Assisting Program are required to meet with an advisor when starting the admission process to assist with questions and clarify the process.

- Application for Admission, Major Choice: General Studies: Dental Assisting**
- A current official High School transcript** which includes at least the first quarter (or equivalent) grades for senior year.
 - **Science:** One Science course, taken either in high school or college, with a grade of C or higher. The science course must be in biology, anatomy and physiology or chemistry. Program science course must be completed within five (5) years prior to the anticipated start date of the Dental Assisting Program to count as credits towards completing the program. Specific science courses (listed above) completed beyond the five (5) year limit with a grade of C or higher may serve to meet the prerequisite courses required. Note: If you have taken the prerequisite science course in both high school and college, the course used to determine eligibility for review will be the college course as it is the most recent example of your science skills.
 - **Overall High School GPA of a 2.0** or higher on a 4.0 scale.
- Completion of a mandatory Dental Assisting Information Session** since Sept. 1, 2011.
- NECC Assessment Testing Required: reading, writing and mathematics**
Note: To obtain assessment schedule call the Assessment Center (978-556-3428). Assessment results must indicate that the applicant does not need to take any of the following courses: College Reading, Basic Writing, or Basic Math. Applicants who place into one or more of these courses must take the course(s) in order to meet the Dental Assistant Program admission criteria.
Reading Assessment completed on _____.
Writing Assessment completed on _____.
Mathematics Assessment completed on _____.
- Completion of Health Occupations Basic Entrance Test (HOBET) with a minimum score of 50% on the individual score and the following scores on the sub-scales: SEE ATTACHED HOBET FACT SHEET.**

HOBET Reading	<u>57%</u>
HOBET Mathematics	<u>50%</u>
HOBET Science	<u>33%</u>
HOBET English	<u>46%</u>

IMPORTANT FINAL STEP:

Change of Major/ACTION FORM –Upon completion of all of the above items from the checklist, meet with an advisor to determine if you are eligible to fill out a Change of Major/Action Form to be considered for acceptance to the Dental Assisting Certificate Program for Fall 2012. You may need to bring documentation of specific criteria to the advisor. You will be required to sign the Change of Major/Action Form and you will be given a copy for your records. **All checklist items must be completed to finish your final step. Please submit Action Form on or after Sept. 19, 2011.**

Note: Acceptance is conditional upon completion of high school with a final overall GPA of 2.0 or higher.

The Dental Assisting Program and the Division of Health Professions are committed to educating a workforce that mirrors the rich socioethnic culture of the communities we serve. Therefore, we endeavor to attract and recruit a diverse group of students for each incoming class. We also reserve the right to invoke a geographical preference for applicants from the college's primary service area.

ADDITIONAL PROGRAM INFORMATION

Important Dates:

While there is no deadline for completing applications to the Dental Assisting Program, we encourage you to do so as soon as possible. Completed applications are reviewed and admission decisions are made on an on-going basis.

Program Capacity

The Dental Assisting Program has a limited number of seats. In general, the College accepts 24 students to begin this program each September.

The criteria describe the MINIMUM standards that must be met in order to be reviewed for admission to this program. Currently, the number of qualified applicants exceeds the number of available seats.

No single criterion is used to make the admission decision; rather, each applicant is evaluated based upon the entire file of information provided to the College as part of the admission process. Academic grades are important criteria, and factor strongly into the admission decision.

Wait List Status

The Dental Assistant Program Review Committee establishes a Wait List for qualified applicants who are not initially accepted into the program. In general, the Wait List is up to 50% of the program capacity. Students are called from the Wait List on a space available basis. Students who are placed on the Wait List, and for whom a seat does not open during the current admission cycle, are given first option on admission for the following year.

If there are significant changes in the admission criteria, students on the Wait List may be required to comply with the new criteria. This decision is at the sole discretion of the academic program faculty.

Transfer Credits

Transfer credits from other colleges/universities are awarded only for comparable courses that are completed with a grade of 'C' or higher.

Transportation

Students must have their own method of transportation to dental assisting practicum sites.

Health Requirements

Information regarding the College's health requirements will be sent to you upon your acceptance to the program.

Information about the program's Technical Standards, describing the physical and behavioral characteristics required to successfully complete the program, are available at our website,

<http://www.necc.mass.edu/academics/courses-programs/areas/health/required-form/> and we encourage you to review these as soon as possible.

CPR Certification

All students in the Dental Assisting Program are required to hold CPR certification at the Health Care Provider level. Evidence of current certification is required before a student is allowed to participate in clinical education courses, and certification must be maintained throughout the program.

Criminal Offender Record Information (CORI) and Sex Offender Record Information (SORI)

Students interested in participation in an academic program that involves working with children, the disabled, or the elderly, or a cooperative education experience or a program that includes a clinical affiliation with a private or public health care provider, may be required to undergo a Criminal Offender Record Information (CORI) check, a Sex Offender Registry Information (SORI) check, and/or a Criminal History Record Information (CHRI) check. Students will need to provide a government issued photo identification and sign a release form allowing the college to view the student's CORI or SORI reports. Depending on the contents of a student's CORI or SORI reports, participation in an academic program or a cooperative education experience or a clinical or practicum affiliation related thereto, may be denied. CORI checks may be performed pursuant to Mass. General Laws, Chapter 6, Sections 172(C), and consistent with guidelines promulgated by the Executive Office for Health and Human Services, and/or the Commonwealth's Department of Public Health. SORI checks may be performed pursuant to Mass. General Laws, Chapter 6, Section 172(C). CHRI checks may be performed based on the NH Code of Administrative Rules and state statutes to include RSA 106-B: 14 and RSA 106-B:7,1(b). For more information, contact the Registrar at 978-556-3700.

Clinical Affiliate Random Drug Screening Analysis Notification To Students

Please be advised that students enrolled in the following Health Professions programs may be required to undergo and pass a drug screening analysis in order to be eligible for placement in a clinical facility. Students who are assigned to clinical education experiences at the clinical facilities may be required to undergo and pass random drug screening analysis in order to remain at that clinical facility. Students who either fail to pass, or refuse to submit to, a drug screening analysis will be deemed ineligible for clinical placement, which may affect their status in the program. Health Programs in which Students are Subject to Drug Screening Analysis: Dental Assisting, Paramedic Technology (EMT-P), Medical Assisting, Nursing – Associate Degree, Phlebotomy Technician, Sleep Technology, Practical Nursing, Radiologic Technology, Respiratory Care. If you have any questions pertaining to this policy, please contact the Office of the Dean of Health Professions.

Information about Licensure

There is no mandated state licensure requirement to practice as a Dental Assistant in Massachusetts. However, graduates of the Program are eligible to sit for the Dental Assisting National Board, Inc., (DANB) Certified Dental Assistant Examination. The DANB administers this national exam for qualified candidates to earn the credential of Certified Dental Assistant (C.D.A.). Obtaining the C.D.A. credential is voluntary, although many employers require this credential in order to hire a dental assistant.

Please note that the DANB has established policies regarding the eligibility to earn the C.D.A. credential. For further information, please visit the DANB website at <http://www.dentalassisting.com/main/examinations.asp>

**DENTAL ASSISTING PROGRAM
HEALTH OCCUPATIONS BASIC ENTRANCE TEST (HOBET)
FACT SHEET**

1. What is the Dental Assisting Program Admission Test?

This test is an assessment of an applicant's scholastic aptitude. It is designed to predict academic readiness of an applicant prior to admission into the Dental Assisting Program. The specific test used by NECC is the Health Occupations Basic Entrance Test (HOBET).

2. What academic content areas will I be tested on?

The HOBET consists of four content areas: Math, Reading, English and Science.

*The **Math** subtest covers whole numbers, metric conversion, fractions and decimals, algebraic equations, percentages and ratio/proportion.*

*The **Reading** subtest covers paragraph comprehension, passage comprehension, and inferences/conclusions.*

*The **English** subtest measures knowledge of punctuation, grammar, sentence structure, words and spelling.*

*The **Science** portion of the test covers scientific reasoning, science knowledge, biology, chemistry, anatomy and physiology, basic physical principles and general science.*

3. Are there essay questions on this test?

No. This is an on-line test, consisting of all multiple choice questions.

4. How long will it take for me to complete the HOBET?

This test will take approximately four hours. Each of the four content area tests must be completed within a specified time.

5. Is there a particular score I must achieve on the HOBET?

You must achieve a minimum score of 50% on the individual score and the following scores on the sub-scales:

HOBET Reading	<u>57%</u>
HOBET Mathematics	<u>50%</u>
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6. *Is there any way that I can prepare for the HOBET?*

Yes. There is a Pre-Test Study Manual which you may purchase to assist you in preparing for this test. The study manual provides sample questions and general information in the areas of Reading, Math, Science and English. You may purchase this manual at the NECC Bookstore or online at www.atitesting.com.

You may also purchase and take an Online HOBET Practice Assessment by going to www.atitesting.com.

7. *When will I take the HOBET?*

The HOBET is administered on a regular basis. To view the schedule, go to www.atitesting.com. Select 'Register for the HOBET then select Massachusetts and Haverhill to see the dates and times available.

8. *Is there a fee to take the HOBET?*

Yes. There is a non-refundable fee of \$70.00. Registration and payment for the test are done on-line. To view dates, register and pay, please follow these steps:

- *Go to www.atitesting.com*
- *Click on 'Register for HOBET'*
- *Choose Massachusetts, then Haverhill to view scheduled testing dates for Northern Essex Community College.*
- *If you do not have an existing account, you must create an ATI account with a username and password. Once you have created an account, you may sign and to register and pay for the test.*
- ***You will receive an e-mail confirmation of your test appointment. Bring this confirmation, your ATI username and your ATI password with you on the date of testing.***

If you need help registering for the HOBET, call ATI at 1-800-667-7531.

9. *What should I bring with me on the testing date?*

- *2 forms of identification including a picture ID.*
- *Your ATI confirmation e-mail*
- *Your ATI username and password.*

No water, food, calculators, beepers or cell phones are allowed. As room temperature varies, it is suggested that you dress in layers to accommodate the environment.

10. How will I know how I performed on the HOBET?

Results will be available immediately. Students can access their score reports by logging onto www.atitestesting.com.

11. How often can I take the HOBET?

An applicant may take the admission test two times during an admission cycle. The most recent test results will be used for that admission cycle only.

12. What happens if I miss the test?

If the testing session is missed, you will not be refunded.