CHECKLIST FOR DENTAL ASSISTING
CERTIFICATE APPLICANTS
For September 2021 Admission
Dental Assisting Program Website

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. Beginning **October 1, 2020** applicants should meet with an advisor in order to complete their Change of Major/Action Form, the Dental Assisting Program Admissions Committee reviews **completed applicant files** beginning October 1, 2020 and makes admission decisions on an on-going basis. When the program and waitlist have been filled, no further applications will be accepted. Notifications that applications are no longer being accepted will appear on the Dental Assisting program NECC web page.

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. You can walk-in to the Advising Center on either the Haverhill or Lawrence campus and ask to meet with an advisor.

☐ **Application for admission**, **Major Choice to NECC: General Studies: Health Specialization, Interest in Dental Assisting Certificate Program.**

☐ **Official transcript showing evidence of high school graduation, or the equivalent with passing GED/HiSET scores.**

☐ **Official college transcript**(s) if transfer credits are being requested. **GPA 2.0 or higher is required from Transfer College or another NECC program.**

☐ **Completion of a mandatory Dental Assisting Information Session**. **Must attend a Mandatory Dental Assisting Information Session prior to the application deadline, or before August 28, earlier attendance is strongly encouraged. For Information Session dates, go to - Health Information Sessions webpage on the NECC website.**

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☐ **NECC Assessment Testing Required: reading, writing and mathematics**
Note: Students who have successfully completed specific college courses with a grade of C or higher may be waived from the assessments. Please talk to an advisor for further information. To obtain assessment schedule visit the Assessment Center website. Assessment results must indicate that the applicant does not need to take any of the following courses: College Reading, Reading Writing and Reasoning, Writing Fusion, or Foundations of 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 or enrollment/registered in the HES 102 Learning Strategies for Success in Health**

Care Careers course. Students must attain a "C" or higher for admission to the program. There is a process to request an exemption from the course. See an advisor for information.

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 2020. 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 as soon as all elements are completed. 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 24students 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. Consequently, once it has been determined that the applicant meets the MINIMUM criteria, he/she is admitted on a rolling admission process.

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 which describe the physical and behavioral characteristic required to successfully complete the program are available the [health forms at our website](http://www.necc.mass.edu/academics/courses-programs/areas/health/required-form/), which can be found at 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. Students must complete CPR during the Dental Assisting Orientation, prior to the start of the fall semester.

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 & Alcohol Screening Analysis Notification to Students
Please be advised that students enrolled in the following Health Professions programs are 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 certain clinical facilities will be required to undergo and pass an additional random drug screening analysis in order to remain at that clinical facility. **Students who either fail to pass, or refuse to submit to, or fail to report within the required time frame for a drug screening analysis will be ineligible for clinical placement which in turn will affect their status in the program**. Health Profession programs that require drug screening analysis include: Dental Assisting, Paramedic Technology, Medical Assisting, Associate Degree Nursing, Healthcare Technician, Practical Nursing, Radiologic Technology,

Sleep Technology, Respiratory Care, Public Health, Community Health Worker, Medical Coding, Medical Billing, and Medical Office Assistant.

Information about Licensure
As of January 2015 all Dental Assistants in Massachusetts must obtain a license to practice as a dental assistant. In addition, 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 the DANB website.

Affirmative Action
For further information please go to the Affirmative Action Policy website.