

**CHECKLIST FOR DENTAL ASSISTING  
CERTIFICATE APPLICANTS  
For September 2018 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. Beginning **October 2, 2017** 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 2, 2017 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: General Studies: Health Specialization, Interest in Dental Assisting Certificate Program.**
- 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, 2017. For Information Session dates, go to - the [Health Information Sessions](#) webpage on the NECC website.
- NECC Assessment Testing Required: reading, writing and mathematics**  
**Please talk to an advisor for further information. To obtain assessment schedule visit the [Assessment Center website](#) or call the Assessment Center (978-556-3872). 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 \_\_\_\_\_.

- Reading Assessment:** No waivers will be granted for the reading assessment. Prior college reading assessment scores will be accepted, as well as the actual reading course being taken, regardless of when the course was taken.
- 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.

**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 2017. 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 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. Consequently, once it has been determined that the applicant meets the MINIMUM criteria, he/she is admitted on a rolling admission process.

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### **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](#), 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 will be required to undergo and pass a drug screening or a drug & alcohol 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 or random drug & alcohol 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 or a drug & alcohol 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 only: Dental Assisting, Paramedic Technology (EMT-P), Medical Assisting, Nursing Associate Degree, Phlebotomy Technician, Practical Nursing, Radiologic Technology, Computed Tomography, Community Health Worker, Public Health and Clinical Research Coordinator Advanced Certificate. Health Programs in which Students are Subject to Drug & Alcohol Screening Analysis: Sleep Technologist, Respiratory Care. If you have any questions pertaining to this policy, please contact the Office of the Dean of Health Professions.

**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.