

Northwood Technical College

FY22 (2021-22) Dental Assistant Program

The following is additional information about the Northwood Tech Dental Assistant (DA) program.
This information supplements the program webpage and district catalog.

Degree: One-Year Technical Diploma

DENTAL ASSISTANT (DA) PROGRAM - 33 credits

The Dental Assistant program is a one-year (two semester) program, though the Dental Health & Safety course will be scheduled to start at the beginning of August (two weeks prior to the beginning of fall courses). Students must complete 33 credits to graduate. The program is available at the Rice Lake campus with a maximum of 15 students. The program is only offered on a full-time basis, Monday through Friday.

The program combines lecture, laboratory, and internships with clinical settings. These experiences include chairside assisting, radiography techniques, manipulation of dental materials, office procedures for general and specialty practices, and professionalism. Travel is required to clinical sites; students must provide their own transportation.

PROGRAM DIRECTOR

Jennifer Heutmaker-Holden, CDA, MS
Northwood Technical College
1900 College Dr.
Rice Lake, WI 54868
Telephone: 715-788-7176
E-mail: jennifer.holden@NorthwoodTech.edu

PROGRAM LOCATION

Northwood Tech
Rice Lake Campus

CLINICAL LOCATIONS

Northwood Tech district, Wisconsin, Minnesota, and other states

ACADEMIC ADMISSION REQUIREMENTS

You will be admitted to the program based on the date and time the admission criteria are met.

DA COURSEWORK

DA students must adhere to the course sequence of the DA program plan. Students may not take core DA courses prior to the start of the DA core program. Completion of "CPR for Healthcare Providers" training is a prerequisite to the first course and must be maintained throughout the program. Courses that may be taken prior to starting the program are:

1. Oral/ Interpersonal Communication (801-196)
2. Students are expected to have entry-level computer and keyboarding skills.

CLASS COMMITMENT

The average amount of time spent in the classroom for a full-time student is between 32-35 hours per week. In addition to scheduled class time, it is expected that students spend at least two to three hours studying for each hour of classroom lecture they attend. This represents a significant time commitment, and most students find it necessary to reduce work hours during the program.

TRANSFER CREDIT

Official college transcripts are required for any college coursework that has been completed. Official college transcripts must be sealed and sent from the sending institution.

Northwood Technical College does not discriminate on the basis of race, color, religion, sex, national origin, age, disability or status in any group protected by state or local law in employment, admissions or its programs or activities. The following person has been designated to handle inquiries regarding the College's nondiscrimination policies: Amanda Gohde, Director, Human Resources, Administrative Office, 1900 College Dr., Rice Lake WI 54868, 715-645-7042, Wisconsin Relay TTY:711, amanda.gohde@NorthwoodTech.edu.

DA PROGRAM STANDARDS

DA students must complete all required courses with a 2.0 or better. In addition, all DA (508-xxx) courses must be passed with a satisfactory performance in professionalism components, clinical, and observation requirements. A DA student may repeat a core course only **once**. In addition, students enrolled in the DA program may repeat only **two** core courses in the program during their progress toward graduation. This policy also applies to coursework taken at other colleges.

COMPUTER NEEDS

Since all DA courses include a web-based component, students are required to have computer and internet access.

ACCREDITATION

The program in dental assisting is accredited by the Commission on Dental Accreditation [*and has been granted the accreditation status of "approval without reporting requirements"*]. The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at (312) 440-4653 or at 211 East Chicago Avenue, Chicago, IL 60611. The Commission's Web address is: www.ada.org/home-ada/coda.aspx.

BLOODBORNE PATHOGEN RISK STATEMENT

All Dental Assistant students should be aware that the field they are entering does have some special occupational hazards. The nature of the occupation could involve contact with infectious diseases, including AIDS and Hepatitis. Students will receive instruction in standard precautions and use of protective equipment to reduce the risk of blood and body fluid exposures. However, if an exposure should occur, diagnostic tests, treatments, or vaccinations may be necessary. The costs of these tests, treatments, and/or vaccinations are the responsibility of each individual student.

BACKGROUND CHECK AND CONVICTION RECORD

Students in the DA program will attend clinical sessions in dental agencies that are regulated by state and federal government. The laws state that these clinical agencies may not hire anyone with a history of conviction of certain crimes. Northwood Tech must contract with these agencies to provide your clinical experiences while in the program. In order to do so, the agencies expect Northwood Tech to adhere to the same guidelines—in other words, they view students as temporary employees.

Conviction history will be explained at the mandatory program orientation. Prior to attending clinical coursework, a caregiver background check will be obtained from the [Wisconsin Department of Health Services](http://www.wisconsin.gov/health), along with a national criminal background check from [Verified Credentials, Inc.](http://www.verifiedcredentials.com) and, if applicable, a caregiver background check from the [Minnesota Department of Human Services](http://www.mn.gov/human-services). Having a conviction history will not necessarily stop you from entering the program. We will need to discuss the charges with you and will make every attempt to confidentially resolve the concern with the clinical agencies utilized for the clinical courses. Ultimately the clinical agencies reserve the right to determine what is an acceptable background check. The clinical agency may deny access to their setting based on a negative background check. If this occurs, you would not be able to complete the DA program requirements. The costs of background checks are the responsibility of the student.

GRADUATE SALARY EXPECTATIONS

Graduates earn between \$32,757—\$36,397 annually. The most recent graduate follow-up study indicates the average yearly salary to be \$34,089.

SCHOLARSHIPS AND FINANCIAL AID

Full time students are eligible for financial aid. Scholarships are available.

FY22 (2021-22)
Checklist for Dental Assistant Admission

**** All criteria in Phase 1 must be met before moving to Phase 2 ****

Phase 1: Application for Dental Assistant Program

_____ Complete application and submit with fee (fee waiver may apply if previously submitted)

_____ **Academic admission requirements:** Students who are considering the program must meet one of the following items:

- Minimum High School GPA of 2.1
- ACT Score of 18
- Minimum College GPA 2.0 (min 3 cr)
- Associate or bachelor's degree
- Accuplacer scores

Additional measures may be considered as determined by the counselor.

_____ Have earned a high school diploma or GED certificate. Current high school seniors must provide both a current high school transcript and a final transcript with confer date

_____ Review and sign Background Check Disclosure

_____ Review and sign the Functional Abilities Disclosure

_____ Complete admissions meeting with Northwood Tech counselor (academic admission requirements apply)

Phase 2: Entry to Dental Assistant Program

*Proof of the following items will be **collected by the Dental Assistant Program Director** on or before first day of class in Dental Assistant Semester 1:*

_____ Submit Background Check fee

_____ Have an acceptable Wisconsin Caregiver Background Check, National Criminal Background Check, Minnesota Caregiver Background Check (if applicable), and other states, if applicable

_____ Pass a physical exam, have current immunizations, and demonstrate negative status for tuberculosis (Tb). Decision to not receive vaccinations may limit ability to obtain clinical placement based upon meeting site placement requirements.

_____ Possess current certification of "CPR for Healthcare Providers" or equivalent

_____ Review and sign Health Sciences Confidentiality Statement

_____ Review and sign Dental Office Visit form

_____ Review and sign Dental Assistant Program Permission form

_____ Participate in a mandatory Dental Assistant program orientation