

Northwood Technical College

FY22 (2021-22) Dental Assistant Program (Transfer Track)

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 PROGRAM - 33 semester credits

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

There is no time limit for course transferability, but a competency examination may be required to determine level of knowledge. Please be advised that there may be a waiting list. You can obtain application materials by contacting the Admissions Advisor.

ADDITIONAL ADMISSION PROCESS REQUIREMENTS Due to the limited availability of space, transfer students are admitted on a space-available basis only. If space is available, you will be contacted as to what additional documentation must be provided to complete your transfer and course registration. Transfers are handled on a first-come, first-served basis.

DA COURSEWORK

DA courses are developed so that they must be taken in order. In addition, there are limits on the number of times a course may be repeated and the number of courses that can be repeated in this program. If you have failed courses or have been dismissed from another DA program, conditions may be placed on your progress in the program.

CLASS COMMITMENT

The average amount of time spent in the classroom for a full-time student is approximately 32-35 hours per week. In addition to scheduled class time, students will need to spend a significant amount of time studying for each class. 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 Dental Assistant 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.

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.

FY22 (2021-22)
Checklist for TRANSFER into Dental Assistant Program

Phase 1: Application for Dental Assistant Program (Transfer Track)

- _____ Submit official transcripts from colleges previously attended to
Northwood Tech
ATTN: Tia Dietz, Admissions Advisor
1900 College Dr.
Rice Lake, WI 54868.

The transcript must be evaluated by CFPL staff to determine semester placement. Once semester placement has been established, the transfer student may apply for admission to that semester. Application requirements include:

- _____ Complete application and submit with fee (fee waiver may apply if previously submitted). Any student admitted into a Dental Assistant program within the Wisconsin Technical College System (WTCS) will receive reciprocity for admission at any other WTCS DA program. The student is responsible for submitting a copy of their previous admission information.
- _____ Have earned a high school diploma or GED certificate. Current HS 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

Because space in the Dental Assistant program is limited, transfer students will be admitted as space is available.

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