

## **Northwood Technical College**

### **FY24 (2023-24) 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**

Megen Elliott, MS-OCL, RDH, CDA  
Northwood Technical College  
1900 College Dr.  
Rice Lake WI 54868  
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##### **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 Drive, Rice Lake WI 54868, 715-731-1223, Wisconsin Relay TTY:711, [amanda.gohde@NorthwoodTech.edu](mailto: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 <https://coda.ada.org/>.

**GRADUATE SALARY EXPECTATIONS**

Graduates earn between \$34,473-\$45,756 annually. The most recent graduate follow-up study indicates the average yearly salary to be \$38,439.

## Checklist for TRANSFER into the Dental Assistant Program

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

- \_\_\_\_\_ Submit official transcripts from colleges previously attended to  
Northwood Tech  
ATTN: 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 Northwood Tech application. 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 MUST BE SUBMITTED through online orientation PRIOR TO the first day of Semester 1 of the DA program:*

- \_\_\_\_\_ Submit Background Check fee to Student Services as designated on cover page
- \_\_\_\_\_ 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 "BLS Basic Life Support" or equivalent
- \_\_\_\_\_ Review and sign Health Sciences Confidentiality Statement
- \_\_\_\_\_ Review and sign Dental Office Visit form
- \_\_\_\_\_ Review and sign Dental Assistant Program Permission form