

Vocational Certificate



Dental Assisting Program

Florida State College at Jacksonville
Dental Programs, North Campus
4501 Capper Road
Jacksonville, FL 32218
(904) 766-6571

Updated 9/2012 (Tuition updated)
Updated 7/23/13 (College name updated))

Dental Assisting Program

The Dental Assisting Program provides students with theoretical, practical and clinical skills. Courses include dental basic sciences, dental radiographic techniques, dental materials, sterilization and disease control, chairside assisting, office management, dental specialties and expanded duties. The Dental Assisting Program has been approved by the Florida Board of Dentistry to offer certification in the following expanded duties and dental radiology:

- Making alginate impressions for study casts
- Removing sutures
- Placing or removing temporary restorations
- Polishing amalgam restorations
- Polishing clinical crowns for the purpose of stain removal
- Applying sealants
- Preliminary charting of existing conditions
- Placing and removing periodontal dressings
- Placing and removing matrices
- Placing and removing rubber dam
- Applying cavity liners, varnishes, or bases
- Applying topical fluorides
- Removing excess cement
- Placing gingival retraction cord
- Fabrication of temporary crowns and bridges
- Cementing temporary crowns and bridges
- Positioning and exposing dental radiographic film

Dental Assistants are versatile members of the dental health team who work alongside the dentist. In many states, dental assistants are assigned patient care responsibilities beyond the duties traditionally performed by the dental auxiliary.

One class is admitted annually in late August of each year. Students graduate in June the following year. Upon program completion, students are awarded the Florida Expanded Duties credential as well as the Florida Radiology Certificate to take radiographs. Applicants must provide evidence of good health.

The following steps should be taken when applying to the Dental Assisting Program:

1. Complete an application for membership with Florida State College at Jacksonville.
2. Complete a separate application form for the Dental Assisting Program.
3. Submit an “official” copy of your High School Transcripts or GED® Test Scores to the Dental Assisting Program.
4. Submit an official copy of scores from the Test of Adult Basic Education (TABE), Level “A”. Applicants scoring 10.0 or above in Reading, Language and Math are offered priority admission to the program.

Following admission to the program students must present a report of physical examination completed not more than thirty days prior to the start of classes.

I. Admission Procedures for the Dental Assisting Program

- a. Application for the Dental Assisting Program can be made anytime during the year. An application to the Dental Assisting Program may be obtained at the North Campus, Room A-321, or at www.FSCJdental.info and by calling (904) 766-6571.
- b. Proof of high school completion (copy of high school transcripts) or GED® test scores must be on file.
- c. Scores of 10.0 or above on the Test of Adult Basic Education (TABE), level "A", in Reading, Language and Math. To arrange to take the exam, please call 713-6014. The test is given at any Florida State College campus. Testing dates are provided when you phone the testing office. There is limited seating, therefore, appointments are recommended.

Please mail all correspondence, application and transcripts to the following address:

**Florida State College at Jacksonville
Dental Programs
4501 Capper Road
Jacksonville, FL 32218**

- e. Admission is limited to 24 students. **The first 24 applicants that meet the minimum TABE requirements will be admitted to the entering class each Fall.**

Deadline to Submit Application:
August 1st

- f. **Incomplete applications will not be considered.**
- g. All applicants will be notified as soon as possible of their acceptance or non-acceptance into the program. If you do not receive an acknowledgement letter within two weeks of submitting the required documents, please contact us at (904) 766-6571.
- h. In the event you are not selected for entrance into the Dental Assisting Program and would like to reapply, you will need to contact the Dental Programs office at (904) 766-6571 and submit any changes that have occurred since your last application. (Example: new TABE test scores, address change)

Classes for the Dental Assisting Program are Monday through Friday, from 8:00 am to 4:00 pm.

Thank you for your interest in the Dental Assisting Program at Florida State College at Jacksonville. We would like to assist you in any way we can to enable you to achieve your educational goals. **Please do not hesitate to contact the office at (904) 766-6571 if you have any questions.**

CURRICULUM**CONTACT HOURS****Fall Term**

DES 0021	Head and Neck and Dental Anatomy	60
DES 0501	Dental Office Management	32
DEA 0020	Intro Clinic Procedures	120
DES 0103	Dental Materials	64
DEA 0130	Biological Science for Dental Assistants	60
DEA 0745	Radiology I	80
DEA 0725	Health Careers Core	<u>90</u>
		506

Spring Term

DEA 0029	Dental Specialties	112
DEA 0211	Radiology II	64
DEA 0311	Preventive Dentistry	32
DES 0746	Pharmacology and Dental Emergencies	32
DEA 0834	Expanded Functions	120
DEA 0850	Dental Assist Clinical Practice I	<u>112</u>
		472

Summer Term A

DEA 0851	Dental Assisting Clinical Practice II	224
DEA 0936	Seminar	<u>28</u>
		252

Total Contact Hours	1230
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Fall Term *Approximate Cost

Tuition	\$1462.34
Laboratory Fees	8.00
Textbooks	200.00
Lab Coat, Uniforms, Name Tags and Shoes	200.00
Supplies	50.00
Background Check	100.00
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Subtotal	\$2,020.34

Spring Term

Tuition	\$1364.08
Laboratory Fees	4.00
Textbooks	100.00
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Subtotal	\$1,468.08

Summer Term A

Tuition	\$ 728.28
Laboratory Fees	7.00
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Subtotal	\$ 735.28

Approximate Total Cost \$4,223.70

*Tuition and fees are subject to change. All tuition is calculated using in-state rates. Out-of-state tuition is approximately four times in-state tuition.

Additional Fees And Credentials

Computerized Dental Assisting National Board General Chairside Assisting, Infection Control and Radiation Health and Safety Exams may be taken in the Spring Term. These exams are optional and there are individual fees for each exam. Successful completion of all three exams earns the designation Certified Dental Assistant (CDA).

Application for the above exams can be obtained from the Dental Assisting National Board (<http://dentalassisting.org/>).

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: <http://www.ada.org/100.aspx>.

Infectious Disease Policy

In the performance of assigned treatments and/ or procedures, students enrolled in the Dental Assisting Program at Florida State College at Jacksonville may be exposed to bloodborne pathogens that may progress to an infectious disease. Students seeking admission to the dental programs may, through previous exposure, be infected with an infectious disease. To protect the health and safety of students, as well as faculty, staff, and patients, the Florida State College Dental Assisting Program has established an Infectious Disease Policy that describes the proper techniques and procedures necessary to minimize these risks. Instruction in infection control and prevention is a significant part of our dental assisting curriculum. Applicants interested in obtaining a copy of the program’s Infectious Disease Policy can do so by calling (904) 766-6571.

Background Checks

Most clinical agencies require students to undergo drug screen and criminal background checks prior to placement in the agencies for clinical experiences. Student’s whose drug screening and criminal background checks are deemed unsatisfactory may be denied access to clinical experiences by the clinical agencies. Failure to qualify for and meet clinical requirements at clinical sites may prevent completion of the program. Withdrawal from the program may be necessary if students cannot be placed for clinical experiences

Some practice settings may have additional requirements including health insurance, a volunteer application, references, fingerprinting and background check, drug testing, and/or an interview prior to the start of the clinical experience. The additional requirements are the responsibility of the student, including expenses.

The cost of the background check(s) and drug screen(s) is borne by the student. Additionally, it is the student’s responsibility to have all paperwork completed by the program’s published deadline.

Students who are unable to complete the clinical requirements after acceptance into selective access programs are not eligible for refunds of tuition.

A physical examination will be required upon acceptance to the program.



**Florida State College at Jacksonville
Dental Assisting Program
Application**

Date: _____ Date Received: _____

**Social Security # _____ Enrollment Intention: _____ Year

Personal Information: Type or Print in INK.

1. Give exact legal and full name. (Do not use initials):

Last	First	Middle	Maiden
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2. Present Mailing Address:

Number & Street	City	State	Zip
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3. Permanent Mailing Address:

Number & Street	City	State	Zip
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4. Email Address _____

5. Telephone Number: Home: _____ Work: _____
Mobile: _____

6. Birthdate: _____ 7. Birthplace: _____

8. Age: ____ 9. Sex: Female ☐ Male ☐ 10. County: _____

11. *Race: ☐ Black (not of Hispanic Origin) ☐ Asian/Pacific Islander
☐ American Indian or Alaskan Native ☐ Hispanic
☐ White (not of Hispanic Origin) ☐ Optional

*This data will be used only as they relate to State and Federal reports.

**In compliance with Florida Statute 119.071(5), Florida State College at Jacksonville issues this notification regarding the purpose of the collection and use of Social Security numbers. Florida State College will collect your Social Security Number (SSN) for record identification, state and federal reporting. Providing your SSN on this application means that you consent to the use of your number in the manner described. If you choose not to provide your SSN, you will be provided an alternate identification number. All Social Security Numbers are protected by Federal regulations and are not to be released to unauthorized parties. Read more about the collection and use of social security numbers (<http://www.fscj.edu/ssn>).

I. Previous Education

11. High School (address) _____

12. Equivalency Diploma _____
Date: _____
Issuing Agency _____
City & State _____

13. Colleges/Training institutions attended (Sequential order)

	Dates From/To	Major or Degree	GPA and Hours Earned
_____	_____	_____	_____
_____	_____	_____	_____

14. List previous health-related work experience:

Position	Dates From/To	Responsibilities
_____	_____	_____
_____	_____	_____

15. Give a descriptive statement of your health status over the past three years.

IMPORTANT: Transcripts or GED® Test Scores **MUST** be attached to this application.

Test of Adult Basic Education (TABE) scores **MUST** be 10.0 or above for priority admission.

Signature _____ Date _____

Please return to:
Florida State College at Jacksonville
Dental Programs
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Jacksonville, FL 32218

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