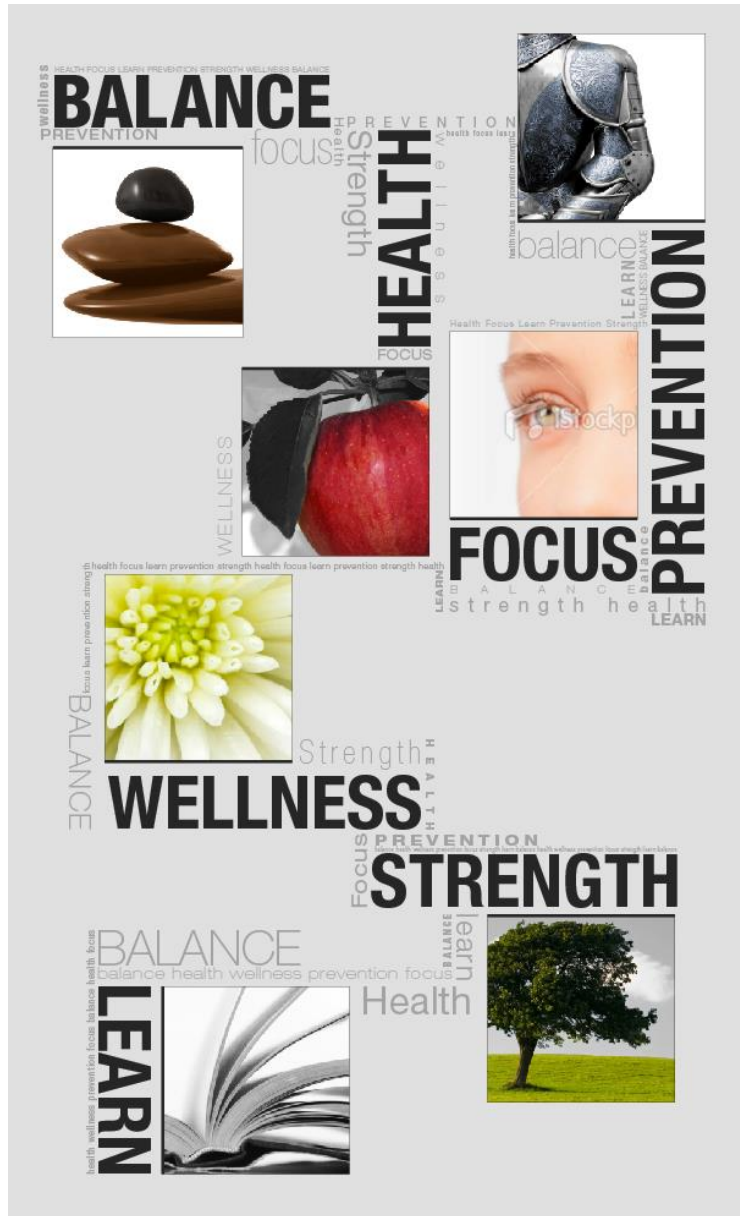


Student information and Application Packet
2024



Thank you for your interest in the Dental Assisting Program.

Metropolitan Community College Penn Valley is accredited by the Higher Learning Commission, 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604.

The Dental Assisting Program is **accredited by the Commission on Dental Accreditation (CODA)** since 1999 which is nationally recognized by the United States Department of Education (USDE) to accredit dental and dental-related education programs conducted at the post-secondary level and is located at 211 East Chicago Ave. Chicago, IL 60611-2678 and the website is <http://www.ada.org/117.aspx>.

Graduates of the program will be able to sit for the national certification examination for the dental assisting administered by the Dental Assisting National Board 444 N. Michigan Ave., Suite 900 Chicago, IL 60611, 312-642-3368. After successful completion of this exam, the individual will be a Certified Dental Assistant (CDA). Most states require licensure in order to practice; however state licenses are usually based on the results of the DANB Certification Examination. A felony conviction may affect a graduate's ability to sit for the DANB Certification Examination.

Dental Assisting is listed as the fifth highest profession that is expected to grow at a faster than average pace through the year 2016 by the US Department of Labor's Occupational Outlook Handbook lists (www.bls.gov). The field of Dental Assisting is exciting, diverse and rewarding. DANB's certification and competency exams are currently recognized or required by 38 states, the District of Columbia, the U.S. Air Force and the Department of Veterans Affairs to perform expanded functions or expose radiographs. Other benefits of DANB certification are job mobility, greater earning power, professional advantage, peer recognition and enhanced employment opportunities. Job placement for graduates has been 100%.

This packet includes all the information you will need to apply to the program. **After reviewing this information, if you have more questions please call (816) 604-4237.**

Good luck with your educational pursuit.

General Information

Dental Assisting as a Career:

- Excellent employment opportunities in a variety of settings
- Competitive salary, approximates \$32,000 – \$35,000 for new graduates
- Opportunity to work with people of all ages with different needs
- A fulfilling profession that allows you to help others live independent and purposeful lives.

MCC Dental Assisting Program

Program Mission Statement:

- The mission of the Dental Assisting Program is to promote total wellness by advancing oral health in the state of Missouri through quality education and service. This mission is consistent with the mission of Metropolitan Community College.

Program Philosophy:

- The Dental Assisting Program is founded on humanistic teaching, service, scholarly endeavors and patient care. The learning environment should stimulate the discovery of new knowledge, the development of original and innovative methodologies and the exploration of advanced techniques and service that contribute to the holistic health of the public as well as growth of the dental assisting profession. The faculty's primary responsibilities are to provide comprehensive approaches to student development that include and encourage critical, independent and professional thinking. Ultimately, the program is committed to providing education for a culturally diverse student population to optimize each individual's growth, achievement and maturation as a professional.

Program goals:

- The MCCPV-HSI Dental Assisting program will maintain a curriculum that prepares the students to carry out the role and function of a dental assistant.
- The MCCPV-HSI Dental Assisting program prepares the students to be able to apply the foundational knowledge of basic dentistry.
- The MCCPV-HSI Dental Assisting program will teach students regarding exhibiting professional code of ethics and values of the profession.
- The MCCPV-HSI Dental Assisting program will prepare the students to function as an integral member of the dental health care team.
- The MCCPV-HSI Dental Assisting program will graduate individuals who recognize and understand the importance of lifelong learning to promote personal and professional growth.

Program offers upon Graduation:

- Certificate and/or Associate Degree in Applied Science (AAS)

Professional Certification:

- Graduates eligible to take the Certified Dental Assistant examination administered by the Dental Assisting National Board (DANB)
- Students admitted in the program will be offered training in Expanded Function Dental assistant courses from the Missouri dental board in four categories, Restorative I, Removable Prosthodontics, Fixed Prosthodontics and Orthodontics.

Program Length:

- Certificate - 1 year
- Associate degree in applied science-Two years in length

Class Hours and Location:

- Classes are held M-F; Hours may include 8:00 A.M.- 4:30 P.M.
- Classes begin in summer M-R
- The program is **full time** with all classes and outside requirements occurring during daytime, weekday hours
- All classes will be held at the Health Science Institute of MCC-Penn Valley, however clinical course work and radiology clinics will be held at the University of Missouri-Kansas City School of Dentistry, 650 E. 25th St, Kansas City, Missouri 64108. When the student is at UMKC School of Dentistry (UMKC-SOD) he/she will be expected to adhere to the guidelines and regulations established by UMKC-SOD.

Program Affiliation

- Articulation agreement with University of Missouri Kansas City School of Dentistry

Program Offers Admitted Students:

- 300+ hours of clinical experience
- Hands-on training opportunities
 - At community clinics, private dental practices and the UMKC School of Dentistry
 - To operate and acquire dental cone beam computed tomography scans
 - To take digital impressions
 - In Missouri expanded function dental assistant duties in restorative I, removable prosthodontics, fixed prosthodontics and orthodontics

Program application deadline

- **Feb 15th**
- A **valid e-mail** must be provided on the application
- Students must apply to the program to be accepted (<https://mcckc.edu/programs/dental-assisting/apply.aspx>)

To be considered for entry into the program, applicants must complete ALL of the items listed below by the application date listed above.

Steps to Apply

1. Apply to Metropolitan Community College. To apply is free of charge. This must be done before you can have any transcripts submitted to MCC.
2. Submit college transcripts.
 - The Student Data Center will determine course equivalencies and post them to the transcript. **Include** copies of high school transcripts, GED and any college transcripts for the student data center.
 - If you have previous college courses at an institution **other than MCC**, submit the transcripts to the MCC Student Data Center, 3200 Broadway, Kansas City, MO 64111. The Student Data Center will determine course equivalencies and post them to your MCC transcript.
 - Note that it may take a few weeks for transcripts to be sent and received. Therefore, do not wait too long to send transcripts, as they may not be received by the Feb 15 deadline and thus affect your application status.
 - Once all transcripts have been processed by MCC, **upload an MCC advising (unofficial) transcript to the dental assisting program along with your application**. This transcript can be obtained through the academic advising office or accessed in your student center.
3. Verify eligibility to apply to the program.
 - Eligible applicants have a minimum cumulative GPA of 2.5.
 - Eligible applicants **must have completed or be enrolled** in the following courses by the application deadline.
 - Prerequisites must be completed prior to the start of classes in the summer semester and acceptance is contingent upon successful completion with a minimum grade of "C".
 - ENGL 101(prerequisite)
 - DENA 100(prerequisite)
 - ACT/SAT scores will be accepted in place of ACCUPLACER® scores.
4. Achieve **placement test** minimum scores, **page 10**.
5. **Curriculum Checklist for the certificate and AAS** provides the courses you will be taking during the three semesters. Please make the appropriate selection if any course has been completed, **Pages 21-22**.
6. Read and sign the Dental Assisting Program **Infectious Disease Policy Form**, **Page 16**.

7. Complete a **dental assisting in-class/in-lab observation**.
 - Observations must be within the past six months of the application deadline. Observation opportunities are available in the MCC Health Science Institute (3444 Broadway Blvd., Kansas City, MO) during normal class hours 8:00am-4:30pm. To secure a date and time for an observation contact Dr. Hema Udupa by e-mail (Hema.Udupa@mcckc.edu) or phone 816-604-4237. Note: On the day of your scheduled observation, please arrive 15 minutes early to Health Science Room 410 to obtain an in-class observation form and location of the classroom to attend if you didn't previously obtain one. At the completion of the observation have the instructor sign the form. This form must be submitted with the program application.

8. Complete an **essay** (double spaced, 12-point font, 1-inch margins) addressing the following content.
 - a. Your definition of Dental Assisting and your reasons for choosing the field. Include which areas of Dentistry you are interested in, any experiences you have had with Dental assisting either personally or professionally, also why you feel you would be a good candidate for the field of DA and the program. Use information you gained from DENA 100, dental assisting/lab observation as well as your own research to write this section.
 - b. Your well-developed plan for managing your time while in the program. How will you juggle work, family and school if needed to ensure that your coursework and fieldwork are given full attention. How will you study and prepare for the classes.

9. Complete the online program student application form.
 - To logon, use your mcc email in this format.
 - For example, s123456@mcckc.edu (omit "student").
 - Use the online application to apply to MCC Penn Valley.
 - Include /Upload additional application materials such as **resume, program essay, completed in class/in lab observation form, signed infectious disease policy form, unofficial copy of your transcript** etc. with your program application at the link "attachments".
 - No applicant files will be reviewed until after the February 15 deadline.

10. Complete the **application review process with the Dental Assisting Program Coordinator** (Call **816-604-4237** for an appointment)

11. After application deadline of Feb 15th
 - Students will receive an email from the program regarding the interview date and time.
 - Students can expect to learn of their acceptance or non-acceptance within 2 to 3 weeks after Feb 15th.
 - Students accepted into the DA Program will be invited to a MANDATORY orientation mid-April. Do not try to enroll in any course prior to this orientation session. At the orientation session, students will receive the summer class schedule for the Dental Assisting Program, information regarding Clinical student/Immunization requirements, List of textbooks for the DA program, place order and pay for the DA program uniform/scrubs and safety glasses.

12. The Dental Assisting Program is a selective admission program and admission is determined by a points-based system. Points are awarded on the grades made in the general education classes, prerequisite courses, completion of dental assisting class or lab observations, completion of the application review process with the dental assisting program coordinator. For additional information, visit the **MCC Dental Assisting Program Candidate Selection Form** below.

*Note- For any program related or application related questions, applicants are encouraged to register **Dental Assisting Information Sessions online**. The sessions are virtual and offered monthly via zoom.*

If you desire academic advising, contact at MCC PV Advising department at (816) 604-1000 to discuss your needs.

Metropolitan Community College is committed to a policy of nondiscrimination on the basis of race, color, religion, sex, sexual orientation, age, birth, ancestry, national origin, or disability in admissions; educational programs, services or activities; and employment, as specified by federal laws Title VI, Title VII, Title IX, Section 504, the Americans with Disabilities Act, and state laws and regulations. If you desire support services for the application process or coursework, contact the Disability Support Services (DSS) Coordinator, 816-604- 4293. <https://mcckc.edu/civil-rights/non-discrimination.aspx>

A Summary of Your Rights under the Fair Credit Reporting Act

MCC Dental Assisting Program Candidate Selection Form

Student Name _____

MCC Student ID _____

On each line , enter the points obtained to points awarded column. Add the total points received for your total points.

Academic Achievement	Points	Yes/no	Verified*	Awarded
ENG 101	A=4 B=3 C=1			
DENA 100	A=4 B=3 C=1			
Other Gen Ed courses PSYCH 140 COMM100 HLSC 100	If all completed with "C" or better = 3 If 2 courses with "C" or better = 2 If one course completed with "C" or better = 1			
Cumulative GPA (2.5 Required)	4 -4.9 =4 3 -3.9 =3 2 -2.9 =2			
If a course has not been taken or a grade of D or lower was received, zero points should be entered.				
Writing Assessment	Points	Yes/no	Verified*	Awarded
ESSAY with application	Included =1 Not included =0			
Observation form writing	Clear and articulate =3 Simple but relevant =2 Illegible , unable to write =1			
Resume	Included =1 Not included =0			
In-class/In-Lab observation	Points	Yes/no	Verified*	Awarded
Completed/Incomplete	Completed =1 Incomplete =0			
Peg Board Testing Average time of both hands used for points	1.0 min or less = 3 1.1 -1.5 min = 2 1.6 -2 min =1 Greater than 2.1 min =0			
Placement test	Completed = 1 Incomplete/Yet to take =0			
Application Review Process with the DA Program Coordinator	Completed by Feb15 =2 Completed before interview=1			
Infectious disease policy form	Submitted =1 Not submitted = 0			
Curriculum Checklist	Completed =2 Partially complete=1 Incomplete =0			

DA PROGRAM INTERVIEW (for DA department use only)	Points			Awarded
Punctuality	Showed up on time /15min early =1 Tardy/no show =0			
Professional Dress & Grooming	Professional attire – dress, pants, skirt, suit =3 Neat but not professional – Jeans, comfortable work clothes =2 Non-professional – shorts, sandals = 1			
Appropriate Responses	Appropriate response without hesitation =3 Unclear and hesitates = 2 Unsure/no response =0			
Communication Skills	Talked easily and asked questions =3 Answered when asked questions only =2 Had to draw out answers = 1			

*Documentation must be attached to this sheet for any points to be awarded

Maximum points possible: **40**

Total Points earned: _____
(For DA department use only)

Note –

- If a course has not been taken or a grade of D or lower was received, zero points should be entered.
- PSYCH 140, COMM 100 **are not prerequisite courses.** However, these are required in order to graduate with a certificate or AAS degree from the program.
- HLSC 100 is a degree requirement course for students graduating with AAS degree from the program.
- Manual Dexterity Testing (Peg Board and O'Connor tweezer dexterity tests) - The purpose of this test is to measure unimanual and bimanual finger and hand dexterity. This testing is conducted during the interview process. General instructions and a sample video is emailed to all the applicants invited to the interview process.

Health Science Institute Dental Assisting Program
Placement Test Scores for Dental Assisting Program

All requirements must be met by all applicants before the start of the given application period.

All applicants must take the ACT or Accuplacer placement test within three years of the application deadline if ENGL 101 has not been completed. If the minimum scores below are not attained, the applicant would need to take and pass the indicated developmental courses before they would be eligible to apply to the dental assisting program. Scores need to be submitted to the Student Data Center.

An ACT score of 18 or above is acceptable for reading comprehension.

PLACEMENT TEST SCORES TABLE							
Subject	ACT¹	Require Class(s)	Accuplacer (Classic)	Require Class(s)	Accuplacer (Next-Gen)	Require Class(s)	
*MATH	1-14 & HS GPA ¹	Math 31	20-40	Math 31	200-240 ²	Math 31	
	15 & HS GPA ¹	Math 95	41-90	Math 95	241-300 ²	Math 95	
	18 & HS GPA ¹	Math 120	91	Math 120	² Quantitative, Reasoning, Algebra, & Stats (QAS) level		
	¹ For additional ACT math scores & HS GPA questions contact your assigned academic advisor					237 ³	Math 120
³ Advance Algebra & Functions (AAF) level							
*Some programs require more math than others. Contact your assigned academic advisor for further discussion.							
*Writing	1-17	English placement undetermined	20-54 ¹ 55-79 ² OR 80-85 and reading required	Engl 80 Engl 90	200-231 ² 232-241 ² OR 242-245 and reading required	Engl 80 Engl 90	
	18-36	Engl 101	80-85 and no reading required OR 86-120	Engl 101	242-245 and no reading required OR 246-300	Engl 101	
				¹ Must take MCC Writing test (essay)		² Must take MCC Writing test (essay)	
	*Contact your assigned academic advisor for further discussion.						
*Reading	1-17	Reading placement test undetermined	20-44 45-71 72-84	Read 10 Read 11 Read 100	200-229 230-247 248-255	Read 10 Read 11 Read 100	
	18-36	No reading	85-120	No reading	256-300	No reading	
	*Reading scores must be current when submitting an application.						
	ESL PLACEMENT TEST SCORES TABLE						
Reading		Language			Listening		
110		100			81		

Note:

- All applicants **must** have a current (less than three years old) ACT or ACCUPLACER reading score in order to be consider for the program if they have not completed ENGL 101
- If you completed the required _____ reading courses with at least a "C" letter grade, the courses do not need to be retaken even if you need to retake the ACCUPLACER test.
- If you are a current, returning, or transfer student, and have completed Engl 101 _____ with at least a "C" letter grade, you will not be required to take the Accuplacer test for the _____ DA program.
- If you have completed or tested out of ESL, you are expected to take and complete Read 100 with at least a "C" letter grade or scored 110 on the ESL reading section of ACCUPLACER test (less than three years old).

Requirements for admitted students (not required to apply)

- Maintain CPR certification* (obtained first semester of program)

** Applicants with acceptable and current CPR (must include CPR, and a hands-on exam) from American Heart Association Health Care provider level CPR at intervals not to exceed two years will be waived from taking the HSI offered CPR. Applicants have to provide a copy of such certification to the Dental Assisting program coordinator on the first day of class. Certification must be maintained through graduation.*

- Receive a “C” grade or better in all coursework
- Pass the Family Care and Safety Background Check (FCSR)
- Pass the Criminal Background Check (CBC). Note - Clinical sites require that only students with an acceptable consumer report, as it relates to criminal background, be allowed to participate in clinical rotations. Therefore, prior to commencing the clinical portion of your program, a criminal background check must be conducted. You are responsible for completing the required application information with the credit reporting agency and paying the cost.
 - Criminal background checks are normally conducted once during the program; however, some clinical sites may require a more current report.
 - MCC shall not use the results of a background check as criteria for admission to any program or course. However, you should know that you will not be able to obtain a license to practice or be allowed to participate in clinicals should you have an unacceptable background as defined by state law regarding health care providers. An unacceptable background includes a felony and/or class "A" misdemeanor conviction.
 - Individuals with a record of a prior criminal offence are not eligible to sit for the certified dental assistant examination conducted by the dental assisting National Board.
- Pass a drug screening(Please see the attached statement regarding this requirement. Page)

Drug-Free Workplace, Campus and Community Drug Screen Policy



- MCC – Penn Valley (the “College”) is committed to maintaining high standards in all programs, including its Allied Health and Nursing Education and Practice programs.
- Safe practice requires efficient, reliable, and unimpaired student performance at all times, including in the classroom and in clinical settings. Students are required to perform all education related activities in appropriate mental and physical condition.
- Being under the influence of illegal drugs or alcohol is not only in violation of MCC’s Student Conduct Code, but it also poses serious safety and health risks to the user and to all persons who come in contact with him/her.
- As discussed below, clinical affiliation sites may require students to complete drug screening before they will be placed in the clinical setting, and some clinical sites may also require drug screening, with or without cause, during the course of the clinical placement.
- As provided below, you may also be asked to complete a drug test according to individual program requirements and/or MCC policy. MCC-PV has adopted the Federal Drug-Free Workplace Act of 1988 and Drug-Free Schools and Communities Act Amendments of 1989. The policy is one of zero tolerance.
- The Code of Student Conduct imposes disciplinary sanctions for the use, possession, or distribution of alcoholic beverages and the illegal use, possession or distribution of drugs and controlled substances on MCC premises or at any MCC sponsored activity.
- A positive drug test may be cause for dismissal from an Allied Health program as well as from the College. Additionally, a positive drug test may cause you to be excluded from all clinical sites and may also preclude you from taking state licensure examinations.

- Pass a pre-clinical physical examination
- Obtain an annual TB test (Once accepted into the program)
- Complete the Hepatitis B vaccination series or sign a waiver
- Submit evidence of MMR, varicella and tetanus vaccinations
- Submit proof of required vaccinations and maintain health record
- Have successfully completed the HIPPA and OSHA lecture and exam
- Purchase Liability Insurance through the college every semester



MCC Testing Criteria, Cost and Sanctions

Any Allied Health or Nursing student who demonstrates behavioral changes suspected to be related to the use of drugs, including but not limited to alcohol, will be required to submit to drug testing. While the Dean's decision to refer a student for drug testing shall be reasonable under all the circumstances, things upon which the Dean may base his/her determination to require drug testing may include, but are not limited to:

- Observable phenomena such as direct observation of drug use and/or physical symptoms or manifestations suggesting that the student is under the influence of a drug and/or alcohol.
- Erratic behavior, slurred speech, staggered gait, flushed face, dilated/pinpoint pupils, wide mood swings, and deterioration of work.
- Information that a student has caused or contributed to an accident, or near accident, that resulted in personal injury, including death, to a patient/client, fellow student, MCC or clinical site employee or any other person.
- The student's conviction, being judged guilty of or pleading no contest to a drug, alcohol or controlled substance infraction in a federal or Missouri state court, including municipal and magistrate courts, or in a court of any other state having appropriate jurisdiction.

Any Allied Health or Nursing student who is referred for testing shall be responsible for the costs of such testing.

Any student who tests positive for alcohol and/or unlawful drugs or controlled substances for which he/she cannot produce a valid and current prescription is subject to removal from his/her clinical rotation, resulting in his/her inability to complete the program requirements and the consequent removal from the program. In order to uphold the importance of due process, the student in question shall have the right to a full and fair hearing, including the right to present witnesses and evidence on her/his behalf before the imposition of any such internal program sanction. Of utmost importance is the well-being of patients (if involved). In addition to program sanctions, the student may be suspended or expelled from the College for violation of the Student Conduct Code.

Clinical Site Testing, Sanctions and Cost

As noted above, in addition to MCC-PV testing and potential sanctions, clinical sites impose their own requirements for drug and alcohol testing.

Clinical facilities are, like MCC-PV, committed to providing a safe environment in order to protect their patients, residents, employees and visitors; to provide the highest level of service; and to minimize the potential for accidents and injuries. Therefore, many of the clinical contracts between MCC – PV and the hospitals, clinics, and other clinical sites and facilities at which MCC-PV places its students for clinical rotations mandate that MCC –PV allied health and/or nursing students complete and pass a drug screen

prior to being admitted into the facility for clinical rotations. Other clinical sites require random drug and/or alcohol screening for allied health and/or nursing students.

Apart from a student's internal due process rights, which, as noted above, address the rights of the student vis-à-vis MCC-PV sanctions, the refusal of a student to submit to a clinical site's initial drug screen or to random testing may result in the students inability to do or to conclude clinical training at the clinical site. Likewise, a positive test may result in the student's immediate removal from the clinical site.

The cost for a drug screen may be covered by the clinical facility. If not, the student is responsible for the cost.

Allied Health and Nursing Programs: Immunization/Titer Requirements

The immunization/titer requirements given below are recommended for health care workers by the Centers for Disease Control (CDC). In addition, each Allied Health and Nursing Program is required by clinical contract to submit documentation, which includes immunization/titer results, on all students upon request. **It is the College's policy that all of the following immunization/titer requirements be complete before any student can participate in a clinical experience.**

- **Hepatitis B**

- The Hepatitis B Vaccine Official Documentation must be provided for all three injections and a titer drawn showing proof of immunity.

OR

- A signed Hepatitis B waiver must be on file in the Program/Clinical Coordinator's office or other designated office. Note: signing the waiver releases you from having a titer drawn if you have had the 3 injections. It is the choice of the student whether he/she wants information regarding immunity.

- **Chickenpox (varicella) –**

- Complete an IGG titer. Titer must be dated and the result showing evidence of immunity must be a part of the Official Documentation. (Equivocal or Negative is not acceptable.) If no immunity is present, two immunizations must be taken.

OR

- Have two immunizations completed and take official documentation to Program/ Clinical Coordinator or other designated office.

- **Measles, Mumps, Rubella –**

- Complete an IGG titer for each (measles, mumps, rubella). Titers must be dated and the result showing evidence of immunity for each (measles, mumps, rubella) must be a part of the Official Documentation. (Equivocal or Negative is not acceptable.) If no immunity is present, two immunizations must be taken.

OR



- Have two immunizations completed and take Official Documentation to Program/ Clinical Coordinator or other designated office.
- **Tuberculosis Screen –**
 - Must have official documentation of a current annual skin test (cannot be over one year old).
 - If you have an expired or never had a TB skin test, then the 2 step Mantoux skin test is required. Results must be documented in millimeters of tissue involvement (induration).
 - If TB test is positive or the student has history of positive skin tests, a Negative Chest X-ray (less than two years old) is required.
- **Tetanus-Diphtheria –**
 - The initial series is typically given in childhood and boosters are required every ten years.
 - The booster should be of Tetanus-Diphtheria and a cellular pertussis (TDaP).
 - If the booster has been given within the last ten years, provide official documentation of the date (month/day/year) of the immunization.
 - If the booster is ten years old or older, have the TDaP immunization and provide official documentation of the date (month/day/year) of the immunization.
 - Titers are not acceptable for any portion of TDaP.
- **Covid-19 vaccination** (fully vaccinated prior to beginning clinical rotations)
- **Influenza Vaccine –** Clinical facilities require that all health care workers have an annual flu shot. Documentation must be provided of the date of the immunization, the type of vaccine given, and the signature of the person administering the injection. Those with allergies to the influenza vaccine (all types) must provide written documentation from the health care provider that indicates the student cannot receive the immunization due to severe and/or life threatening allergy to the vaccine.

Clinical Student documentation requirements –

Official Documentation (lab results) for each titer must be provided. Immunization dates (mm/dd/yyyy) must be included in an official document stating the student's name, date of immunization, and name of immunization.

An "Official Document" must show the health care provider's name/organization, and phone number and have appropriate signatures, for example a physician's prescription pad, an official clinical record. TB testing results must show the student's name, health care provider's name/organization, date placed, date read, results in millimeters in duration, and have appropriate signatures.

Infectious Disease Policy

Dental Assistants Doing Health Care Work

The risk of contracting Hepatitis B and/or C etc.; or other infectious diseases are greater than the risk of contracting HIV. Therefore, recommendations for the control for Hepatitis B and/or C etc., infections will effectively prevent the spread of AIDS. In such recommendations are, therefore, incorporated herein.

1. Sharp items (needles, scalpel blades and other sharp instruments) shall be considered as potentially infective and should be handled with extraordinary care to prevent accidental injuries. Proper disposal of sharp items according to OSHA (Occupational Safety and Hazard Administration), guidelines shall be followed.
2. Disposable syringes and needles, scalpel blades and other sharp items should be placed in puncture resistant containers located as close as practical to the area in which they are used. To prevent needle stick injuries. Needles shall not be recapped, purposely bent, broken, removed from disposable syringes or otherwise manipulated by hand.
3. When the possibility of exposure to blood or other body fluids exists, routinely recommended is universal precautions should be followed. The anticipated exposure may require gloves alone, as in handling items soiled with blood or other body fluids or may also require gowns (PPE – Personal Protective Equipment), mask and eye coverings, when performing procedures where splashing is possible. Hands should be washed thoroughly and immediately washed if they accidentally become contaminated with blood or body fluids.
4. To minimize the need for emergency mouth-to-mouth resuscitation, mouthpieces, resuscitation bags or other ventilation devices should be located and available for use in areas where the need for resuscitation is predictable.
5. Pregnant Dental Assisting students or students engaged in health care, are not known to be at greater risk of contracting the HIV virus than students who are not pregnant. However, if a student develops infection with the HIV virus during pregnancy, an infant has an increased risk of infection through prenatal or prenatal transmission. Because of this risk, pregnant students should be especially familiar with precautions regarding the HIV virus.
6. For Dental Assisting students engaged in health care who have been diagnosed as HIV positive, there is an increased danger from infection due to disease. Students, who are HIV infected, are at risk of acquiring or experiencing serious complications of such disease. Of particular concern is the risk of severe infection following exposure to patients with easily transmitted infectious diseases (e.g. tuberculosis or chicken pox).

HIV infected students will be counseled about potential risk associated with exposure to or taking of patients with transmissible infectious disease and should continue to follow universal precautions to minimize the spread of exposure to other infectious agents.

7. The Dental Assisting student's physician, in conjunction with the appropriate college officials, will determine on an individual basis whether the student who is HIV positive, with symptoms, can adequately and safely perform patient care.

8. A Dental Assisting student with an infectious disease who cannot control bodily secretions and students who have uncoverable oozing lesions will not be permitted to participate in health care services. The determination of whether an infected student should be excluded from providing health care should be made on a case by case basis by the student's physician and the appropriate college officials.

9. Dental Assisting students who are exposed to infectious body fluids, sticks from sharps in the clinical area must report to the clinical instructor immediately. The clinic and/or dental office protocol followed.

Print Name

Date

Signature

Dental Assistants greatly increase the efficiency of the dental team in the delivery of quality oral health care and are valuable members of the dental care team. Dental assistants perform many tasks, ranging from patient care and taking x-rays to recordkeeping and scheduling appointments. Their duties vary by state and by the dentists' offices where they work.

What is the difference between a dental assistant and a dental hygienist?

A dental assistant works directly with the dentist. Duties vary according to the state and include setting up for various dental procedures, suctioning, transferring of instruments and mixing materials. A dental assistant also takes radiographs, impressions and provides patient education. A dental hygienist's duties include cleaning teeth, provide local anesthesia, perform nonsurgical periodontal therapy as well as perform head and neck examinations.

What are the career advantages of a dental assistant?

Variety: Dental assisting is a challenging and rewarding career, demanding versatility and a willingness to assume responsibility for many different tasks.

Flexibility: Since dental assistants are in demand, career options include both fulltime and part-time positions.

Excellent working conditions: Dental offices are interesting, pleasant, and people oriented environments in which to work.

Personal satisfaction: Dental assisting involves people contact, and with this personal interaction comes the personal satisfaction of knowing you have really helped someone by helping to provide a value.

What is a certified dental assistant, or CDA, and why is it beneficial?

Dental assistants can receive their credentials by passing an examination that evaluates their knowledge. This examination is administered by the Dental Assisting National Board's (DANB) Certified Dental Assistant (CDA) examination.

The Dental Assistant Program at MCC Penn Valley Health Science Institute prepares and schedules testing for the CDA exam and is required to obtain an Expanded Function Dental Assistant (EFDA) Permit in the state of Missouri. This permit will allow you to work as an Expanded Function Dental Assistant. Obtaining a CDA after completion of the dental assistant program makes you more transformable from state to state. Each state has their own legislation regarding dental assisting. However, graduating from a CODA accredited dental assistant program alone, typically prepares students for transferability, but obtaining the professional credentials, CDA, prepares you even more. If you are considering moving after completion of the dental assistant program, you should contact the state dental board and inquire about their state's rules and regulations.

What is the job outlook for someone in the dental assisting field?

In one word: terrific! There is a labor shortage and dentists are always looking for well-trained dental assistants. In fact, most of our students already have jobs by the time they graduate.

Why should I choose MCC Penn Valley HSI Dental Assisting program and what are the perks of graduating from this program?

MCC Penn Valley Health Science Institute Dental Assistant Program is one of the four Commission of Dental Accreditation (CODA) accredited DA programs in the state of Missouri. We are the only CODA accredited DA program serving the greater Kansas City metro area in the state of Missouri. Kansas City (abbreviated KC or KCMO) is the largest city in Missouri by population and area and located in the Western part of the state. Sitting on Missouri's western boundary with Kansas, the historic core city of the Kansas City metropolitan area, straddles the Kansas–Missouri state line.

The MCC Penn Valley Health Science Institute Dental Assistant Program is accredited by the Commission of Dental Accreditation (CODA). The Commission is a specialized accrediting body recognized by the United States Department of Education and serves the public and profession by developing and implementing accreditation standards that promote and monitor the continuous quality and improvement of dental education programs. The DA program has been approved by the Missouri Dental Board to provide expanded functions curriculum. Therefore, each student is qualified to sit for the Dental Assisting National Board exam and acquire certification (CDA) and will graduate with the Missouri Expanded Functions Permits.

How long is the dental assistant program and when does it start?

The dental assistant certificate program at MCC Penn Valley Health Science Institute is 12 months and begins in the summer session.

What is the difference between Dental Assisting Program certificate or degree?

The program specific courses are the same for the certificate and the degree. The only difference will be in gen ed course requirements. All courses required for our dental assistant certificate program are also required for the associate degree, making it easy to continue your education.

What does the Dental Assisting Program certificate or degree cost?

The cost of the entire degree and program course fees for an in-district student is approximately \$9,200-\$11,200. That includes the pre-requisites and general education classes that students take prior to starting the program.

What if I am not admitted to the program, do I have to reapply for the next year?

Yes, to be considered for the next year you would need to reapply to the program.

What is the schedule of a dental assistant student like?

First, it must be understood the dental assistant program, although at a community college, is an academic program. All programs are academically challenging and require hard work. In the first semester of the program, students are on campus three and a half days. Although it is not five days a week, the program requires an ample amount of studying and online work. Additionally, the first semester is 11.5 credit hours and student must consider scheduling time for studying and completion of homework. Generally, it is recommended to anticipate scheduling 2- 3 hours of studying per credit hour. Second semester, students are on campus four days a week and at clinical site one day a week during the 16 weeks. In the third semester, students are on campus one full day and two half days a week and at clinical site two days a week and at clinical radiology one half day a week. Spring semester you will be at two different clinical sites for 8-week rotations each.

Can I work while in the dental assistant program?

Yes, many students do work while in the dental assistant program. You should expect to work in the evenings, as this program is only a daytime program. There are no plans for an evening or online program. An online program would not be feasible, as clinical experience cannot be completed online. An evening program cannot be offered because most dental offices are not open in the evenings, thus clinical experience may only be completed during the day.

How can I find out more information about the program?

The best way to find out more information is to come visit us. Dental Assisting Program Information Session is available twice every semester and you can register for the information sessions by clicking the Information session tab. Call 816-604-4237 to schedule your visit with Dr. Hema Udupa, Dental Assisting Program Coordinator. You can see our state-of-the-art facility, and get your questions answered by our coordinator or one of our program instructors.

Dental Assisting Program Certificate Curriculum Checklist

Name: _____ **Student ID#:** _____

Please consult the Program Coordinator for any changes in curriculum sequencing.

			Credit Hours	Grade	Date completed
PROGRAM PREREQUISITES					
*ENGL	101	Composition & Reading I (JCCC: ENGL 121, 3 Cr)	3		
*DENA	100	Introduction to Dental Assisting	1		
GEN ED COURSES					
COMM	100	Fundamentals of Speech (JCCC: SPDR 121, 3 Cr)	3		
PSYC	140	General Psychology (JCCC: PHYC 130, 3 Cr)	3		
HLSC	100	Introduction to Health Professions	2		
TOTAL			12		
SUMMER SEMESTER					
DENA	101	Body Structure and Function	1		
DENA	102	Head and Neck Anatomy	2		
DENA	103	Dental Anatomy	2		
DENA	104	Dental, Medical Emergencies and Pharmacology	2		
DENA	105	Dental Materials I	2.5		
DENA	106	Preclinical Dental Assisting	2		
TOTAL			11.5		
FALL SEMESTER					
DENA	108	Oral Microbiology and Infection Control	1.5		
DENA	110	Chairside Assisting I	5		
DENA	115	Dental Radiology I	4		
DENA	125	Clinical Experience I	2		
DENA	205	Dental Materials II	3		
TOTAL			15.5		
SPRING SEMESTER					
DENA	210	Chairside Assisting II	5		
DENA	215	Dental Radiology II	2		
DENA	225	Dental Office Management	2		
DENA	230	Oral Pathology	1		
DENA	250	Clinical Experience II	4		
DENA	260	Dental Assisting Seminar	2		
TOTAL			16		
TOTAL PROGRAM CREDIT HOURS			55		

*General education courses can be sequenced in any manner; however, ENGL 101 (Completed prior to application deadline/Pre-requisite course) and DENA 100 (Must have completed or currently enrolled) are prerequisite courses to be able to apply to the DENA program.

¹CPR Certification will not exempt you from class – MUST be taken in summer.



Dental Assisting Program - AAS Curriculum Checklist

Name: _____ **Student ID#:** _____

			Credit Hours	Grade	Date completed
PROGRAM PREREQUISITES					
*ENGL	101	Composition & Reading I	3		
*DENA	100	Introduction to Dental Assisting	1		
GEN ED COURSES					
HLSC	100	Introduction to Health Professions	2		
COMM	100	Fundamentals of Speech	3		
PSYC	140	General Psychology	3		
CHEM	105	Introductory Chemistry for Health Sciences	5		
BIOL	109	Anatomy & Physiology or Human Anatomy and Human Physiology	6-10		
BIOL	110&210				
BIOL	208	Microbiology	5		
HIST or POLS	120or121	US History to 1865 or US History since 1865	3		
	136	Introduction to US National Politics			
TOTAL			31-35		
SUMMER SEMESTER					
DENA	101	Body Structure and Function	1		
DENA	102	Head and Neck Anatomy	2		
DENA	103	Dental Anatomy	2		
DENA	104	Dental, Medical Emergencies and Pharmacology	2		
DENA	105	Dental Materials I	2.5		
DENA	106	Preclinical Dental Assisting	2		
TOTAL			11.5		
FALL SEMESTER					
DENA	108	Oral Microbiology and Infection Control	1.5		
DENA	110	Chairside Assisting I	5		
DENA	115	Dental Radiology I	4		
DENA	125	Clinical Experience I	2		
DENA	205	Dental Materials II	3		
TOTAL			15.5		
SPRING SEMESTER					
DENA	210	Chairside Assisting II	5		
DENA	215	Dental Radiology II	2		
DENA	225	Dental Office Management	2		
DENA	230	Oral Pathology	1		
DENA	250	Clinical Experience II	4		
DENA	260	Dental Assisting Seminar	2		
TOTAL			16		
TOTAL PROGRAM CREDIT HOURS			74-78		