2019 DENTAL ASSISTING PROGRAM ADVISING GUIDE

PCC’s Dental Assisting (DA) program admits 45 students each year. Completion of the prerequisites and program requirements does not guarantee admission to the program. If the number of eligible applicants exceeds the number of program spaces, all eligible applicants are placed in a lottery and selected at random. Applicants are eligible for the lottery if they have met all program requirements by the end of winter term, 2019. In progress applications will be considered if there are available seats once all complete applicants have been placed (see page 4).

APPLICATION DEADLINE: April 15, 2019 at 5:00 pm

Admission Requirements

- Completion of the following prerequisites by the end of the winter term prior to application deadline. All courses must be completed with a C grade or higher:
  - MTH 20 or equivalent placement score*
  - WR 115 or equivalent placement score*
  - MP 111 Medical Terminology from PCC only (Visit www.pcc.edu/da under Program Admission for more information)
  - Psychology elective 100 level or above (PSY 101 recommended)
  - Nutrition elective or approved health course with nutrition component (HE 250, HE 295/PE 295 or FN 225)

- Completion of 12 hours of shadowing in a dentist’s office or dental clinic documented on the Dental Assisting Shadowing Form included in the application packet. 3 hours may be completed at the PCC Dental Clinic based on availability. Call 971-722-4909 to schedule.

- One of the following: high school diploma or GED or college transcript with GPA of 2.0 or higher

*PCC accepts multiple measures including PCC equivalent placement scores for ALEKS, COMPASS, ASSET or Accuplacer placement tests. Documentation from other institutions must include raw scores and are evaluated using PCC cut scores. For additional placement options, please visit the PCC Testing Center website at www.pcc.edu/testing

All students, especially those with transfer courses, are encouraged to meet with a health admissions advisor. Call 971-722-4795 to schedule an appointment. Transfer course equivalency is subject to review by PCC Student Records Office, Dental Sciences Department & Health Admissions Office.

Application Process

- Apply to Portland Community College online at www.pcc.edu/admissions. You must have a PCC student ID number to apply to the Dental Assisting Program.
- Complete the Dental Assisting program application.
- Include required documentation of 12 hours shadowing in a dental office or dental clinic (see page 2).
- Include required response to the essay question (see application instructions).
- Include official transcripts (other than PCC) showing completion of required prerequisite courses and official documentation of placement scores (if applicable). These documents must be submitted with your application NOT mailed separately.

Application Timeline

- Early September, 2018: Program applications are available online at www.pcc.edu/DA.
- October 15, 2018: Health Admissions Office begins accepting applications.
- April 15, 2019: APPLICATION DEADLINE. This is NOT a postmark deadline. All application materials must be received in the Health Admissions Office, Sylvania campus, CC building, Room 208 (or in the HAO office drop box) by 5 pm.**
- Early June, 2019: Applicants are informed of their admissions status through their PCC email only.
- Summer, 2019: Mandatory Orientation # 1 and Health Provider CPR certification, Criminal Background check, Drug screening and Immunizations: acceptance into the program is contingent on passing/clearing all of these requirements
- Mid-September, 2019: Mandatory Orientation # 2
- Fall, 2019: Program begins.

**We do not accept faxed, emailed or electronically delivered applications or materials. If submitting your application within 2 weeks of the application deadline, only hand delivery guarantees your application will by the 5pm application deadline. Due to PCC centralized mail distribution process, expedited mailing options aren’t directly received by the Health Admissions Office on the delivery confirmation date.
Math and writing competencies can be met with ALEKS, COMPASS, ASSET or Accuplacer placement tests. For additional placement options and testing information please visit: [www.pcc.edu/testing](http://www.pcc.edu/testing). If placement tests are completed at an institution other than PCC, documentation of the raw test scores must be included with the admissions application.

<table>
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<tr>
<th>Prerequisite</th>
<th>Course number or Placement test name (for math and writing only)</th>
<th>Completion Term/Year</th>
<th>Grade or Test Score</th>
<th>Institution</th>
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<td>MTH 20 or placement into MTH 60 or higher</td>
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<td>WR 115 or placement into WR 121</td>
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<td>MP 111 Medical Terminology or Competency Test</td>
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<td>Health or Nutrition (HE 250, HE/PE 295, or FN225)</td>
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<td>Psychology elective (PSY 101 recommended)</td>
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☐ I have completed 12 hours of shadowing a dentist’s office or dental clinic documented on the Dental Care Experience Form located in the application packet.

### Educational Planning for Prerequisites

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Dental Assisting Technical Standards

You must be able to meet these standards in order to successfully complete the program. Please read each item carefully:

- Hear under normal circumstances with or without hearing device
- Communicate both verbally and in writing in an effective manner to explain procedures and give instructions
- Ability to work independently and manage a variety of tasks in a short amount of time
- Eyesight capable of viewing small visual images with or without glasses & distinguish between black, white & subtle shades of gray
- Understand and react quickly to verbal instruction
- Demonstrate finger dexterity and eye/hand coordination to perform large and small motor coordination in a patient’s mouth
- Stand in place for long periods of time
- Not prone to psoriasis, dermatitis, and other chronic skin disorders with open lesions or allergic responses to dental materials and agents
- Lift up to ten pounds
- Operate dental radiology equipment, which can require pushing, pulling or moving
- Handle stressful situations related to technical and procedural standards of patient care situations
- Provide physical and emotional support to the patient during dental procedures
- Follow directions effectively and work closely with members of the dental team
- Perform skills (such as CPR) related to emergency procedures in a dental office
- Demonstrate effective interpersonal relation skills
- Stoop and retrieve dental supplies
- Sit for prolonged periods of time on the dental stool and occupy a small space opposite the dentist in the operatory (approximately 3’x3’)
- Reach overhead radiographic equipment and dental operating light (approximately 5’ above the floor)
- Possess tactile senses for examining teeth and oral tissue
DENTAL ASSISTING FREQUENTLY ASKED QUESTIONS

Can I apply to the Dental Assisting program if I'm not complete with all prerequisites by the end of the Winter term? Once all applicants that are complete with prerequisites are placed, if there are available seats, in progress applications will be considered contingent on completion of all prerequisites by Summer term.

Can I work while I'm in PCC's Dental Assisting Program? The Dental Assisting program is a full time, Monday through Friday program and also includes homework and projects outside of class time which makes it difficult to work at a job in the evenings and weekends and still complete all program requirements.

What if I've already taken a Medical Terminology course at an institution other than PCC? If you have already completed a Medical Terminology course at another institution, you have the option of taking the MP 111 Competency Test. A passing score is eligible to substitute for taking PCC’s Medical Terminology course. Please contact the Health Admissions Office for further information.

Where will my clinical training take place? PCC Dental Assisting students will be training in the PCC Dental Clinic and also rotating to off-campus private dental clinics. In all clinical sites training occurs with live patients. Reliable transportation to off-campus clinics is necessary.

If I have a criminal record, does it disqualify me? Please refer to the following website for a list of disqualifying crimes: www.oregon.gov/chc/docs/crimelist.xls

If I have a current CPR card, does it meet the CPR course requirement? Accepted DA students must present a copy of a current Healthcare Provider CPR card. The card must show that the class included adult, infant, child CPR and use of the Automated Defibrillator (AED). If you have a CPR card that does not include these, you’re required to take another class.

Can I transfer to a four year institution? Students are advised to speak with an advisor at the institution they plan to transfer to, as they will have the final decision in determining which of the PCC credits are transferable and accepted.

Additional Resources

American Dental Association: www.ada.org
Oregon Board of Dentistry: www.oregon.gov/dentistry
Dental Assisting National Board: www.danb.org

Portland Community College
Health Admissions Office
Sylvania Campus, CC 208
Phone: 971-722-4795, FAX: 971-722-4837
www.pcc.edu/da