



Wayne  
County  
Community  
College  
District



# DENTAL ASSISTING PROGRAM **STUDENT HANDBOOK**

Northwest Campus • 8200 West Outer Drive • Detroit, MI 48219

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# WELCOME LETTER

Dear Prospective WCCCD Dental Assisting Student,

Thank you for your interest in Wayne County Community College District's Dental Assisting Program. A very exciting career in dental assisting awaits you if you...

- Like to help others
- Enjoy working with your hands
- Seek a professional career with increased responsibilities.

A career in dental assisting offers an individual the opportunity to work full-time or part-time, in small dental offices or large clinics, and in general dentistry or a specialty practice. Some dental assistants are also employed in dental schools, teaching institutions, public health settings, or dental supply companies.

When you study in an accredited program, you learn the latest procedures and techniques. You also qualify upon graduation to become licensed as a Registered Dental Assistant or certified as a Certified Dental Assistant. Graduation from an American Dental Association accredited program is also the only way to become a licensed Registered Dental Assistant.

The best way to become a dental assistant is to receive formal education and training. In school you learn not only the "How," but also the "Why." Formal education and credentials can also give you the advantage over the competition to compete for the best jobs. Graduates of Wayne County Community College District Dental Assisting Program are in high demand.

Wayne County Community College District offers a one-year or two-year certificate program in Dental Assisting. The Commission on Dental Accreditation accredits the Dental Assisting Program. The Commission is a specialized accrediting body recognized by the US Department of Education. The Commission on Dental Accreditation can be contacted at 312-440-4653 or at 211 East Chicago Avenue, Suite 1900, Chicago, IL 60611.

The program can be completed in three semesters on a full-time basis or six semesters on a part-time basis. In addition, our "PERK" program allows current dental assistants a mechanism for receiving advanced standing credits. You will find the faculty dedicated, caring, and student-oriented in assisting you to reach your goals. If you have additional questions, please call the Dental Assisting Program Office located at the Northwest Campus at 313-943-4009 Ext. 4033 or e-mail me at [staylor2@wcccd.edu](mailto:staylor2@wcccd.edu). I'll be happy to return your inquiry.

Kind regards,

Sonya Taylor RDH, BS, CDA, RDA  
Assistant Dean of Health Sciences/Dental Assisting  
[staylor2@wcccd.edu](mailto:staylor2@wcccd.edu)  
313-943-4009 Ext. 4033

# MISSION AND GOALS OF THE DENTAL ASSISTING PROGRAM

## Wayne County Community College District Mission

Wayne County Community College District's mission is to empower individuals, businesses, and communities to achieve their higher education and career advancement goals through excellent, accessible, culturally diverse, and globally competitive programs and services.

## Dental Assisting Program Mission

The Dental Assisting Program's mission is to teach students the knowledge and skills required to become competent dental assistants able to perform a variety of tasks in multiple dental settings. The program provides a high quality, low cost education in a multicultural community.

## Goals of the Dental Assisting Program

Dental Assisting Program Goals:

- Prepare a qualified dental assistant who will be able to competently perform a variety of dental assisting tasks in a variety of community and health care settings
- Prepare a dental assistant that demonstrates a knowledge and ability in interpersonal relations and communication skills
- The dental assisting graduate will utilize infection control, radiation safety and knowledge of dental products to protect himself/herself and the public
- Prepare a dental assistant that pursues lifelong learning upon program graduation
- Maintain competent dental assisting faculty and staff with relevant work experience to ensure a quality and current educational program
- Provide support to enhance the student's ability to complete the program.
- Provide program evaluation to ensure current, relevant educational experiences
- Utilize and maintain financial and physical resources to ensure a quality and current educational program.
- The dental assisting graduate will find employment in the field of dental assisting

# COMPETENCIES AND CHARACTERISTICS OF A DENTAL ASSISTING STUDENT

## Competencies of a Dental Assisting Graduate

Upon completion of this program, the student will be able to:

- Collect diagnostic and treatment data
- Manage infection and hazard control
- Provide patient oral health instruction
- Assist in managing medical emergencies
- Perform clinical supportive treatments
- Take diagnostic radiographs
- Perform dental laboratory procedures
- Model professional behaviors, ethics, & demeanor
- Carry out dental office procedures
- Perform expanded functions allowed under Michigan law

## Characteristics of Successful Students

- Welcome good physical, emotional, and dental health
- Demonstrate good study habits
- Demonstrate good test taking skills
- Have sufficient financial resources to enroll in the program
- Accept recommended guidance
- Possibly have work experience in a health field
- Carry a full course load and maintain a 2.0 GPA or above
- Be motivated to achieve success

# GENERAL INFORMATION ABOUT THE DENTAL ASSISTING PROGRAM

The Dental Assistant Program prepares a student to perform the duties of a dental assistant professional to assist the dentist chairside, provide patient education, perform lab procedures, expose diagnostic x-rays, and perform office management tasks such as billing and scheduling. In addition, a licensed Registered Dental Assistant can perform expanded functions such as pit and fissure sealants, fluoride treatments, rubber dam placement and removal, condensing and carving amalgam restorations. Classroom and lab instruction runs concurrently. Clinical experiences are in clinical facilities and dental office settings. Emphasis is also given to attention to detail, following instructions, working quickly and independently, being responsible for personal and office organization, interacting well with people, and managing stress.

Upon completion of the three or six-semester program, a student is eligible to take the Dental Assisting National Board Examination to become a Certified Dental Assistant (CDA). A student is eligible to take the Registered Dental Assistant examination given by the State of Michigan and become a licensed Registered Dental Assistant (RDA).

## Accreditation

The Commission on Dental Accreditation accredits the Dental Assisting Program. It is a specialized, accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation and the US Department of Education. The Commission can be contacted at 312.440.4653 or at 211 East Chicago Avenue, Suite 1900, Chicago, IL 60611.

## Program

- WCCCD offers a one-year (full time) or two-year (part time) Certificate in Dental Assisting with the option of earning an Associate degree by completing additional required course work. The Commission on Dental Accreditation accredits the program that consists of 910 clock hours of instruction that includes 300-plus hours in clinical rotations at private dental offices and clinics. Class sizes are small and taught by a dedicated, learning-oriented faculty. The 12-chair clinic at the Northwest Campus is equipped with the latest technology. Admission is in the fall semester only.

Upon successful completion of the program, the student will have earned the *State required Dental Radiology Certificate and become certified in cardiopulmonary resuscitation*. The student will also be eligible to sit for the CDA examination given by the Dental Assisting National Board and the RDA license Examination in the State of Michigan.

## Job Outlook

According to the Occupational Outlook Handbook published by the US Department of Labor's Bureau of Labor Statistics, job prospects for dental assistants should be excellent. Employment of dental assistants is expected to grow much faster than the average for all occupations through the year 2021-2031.

See <https://www.bls.gov/ooh/healthcare/dental-assistants.htm>.

Since 2004, DANB has conducted surveys to learn more about dental assistants' salaries and benefits. DANB's Dental Assistants Salary and Satisfaction Survey shows that Certified Dental Assistants earn about \$4 more per hour than non-certified assistants. In 2022, Certified Dental Assistants earned a median hourly pay of \$24 per hour, compared to \$19.93 for dental assistants who are not certified. Certified Dental Assistants with multiple certifications reported the highest wages, earning a median hourly pay of \$26. Refer to <https://www.danb.org/career-center/salary-report>.

## Basic Practice Requirements

An individual planning a career in dental assisting should obtain the most current information regarding the field of dentistry. In particular, an assistant needs to:

- Know acceptable infection control procedures.
- Know radiation safety practices and competently apply prescribed radiology techniques (taking x-rays).
- Know what procedures a dental assistant can perform under Michigan dental law. Refer to [https://www.michigandental.org/wp-content/uploads/2021/06/Delegation-of-Duties-Chart21\\_Color.pdf](https://www.michigandental.org/wp-content/uploads/2021/06/Delegation-of-Duties-Chart21_Color.pdf)
- Know the value of dental assistants to the dental practice. See <https://www.dalefoundation.org/resources/research/value-of-dental-assistantshttps://www.dalefoundation.org/resources/research/value-of-dental-assistants>

A student who is a graduate of a program approved by the American Dental Association's Commission on Dental Accreditation qualifies to become a Certified Dental Assistant by passing the Dental Assisting National Board Examination. The requirement of two years of dental assisting experience is waived for graduates of accredited programs.

In Michigan, only a graduate of dental assisting programs accredited by the American Dental Association Commission on Dental Accreditation is eligible to become a licensed Registered Dental Assistant upon satisfactorily passing the state examination. Only Registered Dental Assistants are allowed by Michigan State law to perform expanded functions.

## Dental Assisting Admission Criteria & Procedures

To apply to the Dental Assisting Program, an applicant must follow the procedures outlined below. An applicant is accepted on a first-come, first-serve basis only after all required documents are submitted. An applicant is notified of acceptance and when the Associate Dean of Health Sciences/Dental Assisting have registered them for their courses. An applicant is not allowed to register on-line.

Questions should be directed to:

Mrs. Sonya Taylor RDH,BS, CDA, RDA  
Wayne County Community College District - Northwest Campus  
Associate Dean of Health Sciences/Dental Assisting  
8200 W. Outer Dr. Detroit, MI 48219  
313-943-4009 Ext. 4033 or [staylor2@wcccd.edu](mailto:staylor2@wcccd.edu)



Program enrollment is 24 students. Capacity is limited due to the Dental Assisting Programs facilities and the requirements of the Commission on Accreditation of Dental and Dental Auxiliary Educational Programs.

# ADMISSIONS REQUIREMENTS OF THE DENTAL ASSISTING PROGRAM

## Admission Requirements

The program begins each fall semester and part-time students are accepted on a space availability basis after full-time students. Student information can be found at the Northwest Campus, Dental Assisting Program Office. Students must have the program's approval, a completed application, and other required documents submitted by the due date. Student files will be reviewed by the Admissions Committee and a letter is sent upon acceptance. We can only accept 24 students each fall. Any remaining openings will be filled on a first come basis to qualified applicants. Students will be accepted up to the first day of classes, if space is available.

A student must:

- Fulfill all WCCCD admission requirements
- Possess a high school diploma or GED
- Request any official high school and college transcripts to be sent to the Dental Assisting Program Office
- Be 18 years of age or older
- Declare intent to enter the Dental Assistant Program by submitting an Allied Health Application
- Meet one of the following academic requirements:
  - Demonstrate reading comprehension via the ACCUPLACER assessment with a score of 276 in the Next Generation Reading portion

**or**

- Have completed English 119 with a "C" or better
- Provide proof of being registered for a CPR course for the "Health Care Provider"
- Obtain a criminal background check (through the program)
- Test negative on a TB test
- Provide proof of current immunizations or immunity for tetanus, MMR and varicella
- Receive the Hepatitis B vaccination or declare intent to receive or sign a declination form
- Sign Required Application Forms
- Meet with the ADHS/DA

Before participating in any clinical courses (ie. DA 110):

- Complete the required CPR course
- Show documentation of current physical examination
- Show documentation of dental examination and completed recommended treatment.
- The admitted student must purchase the required uniform by the first week of classes.

A student is required to submit verification of the following prior to participation in any clinical courses. The student will not be permitted to attend clinical courses if the following requirements are not met.

Standardized medical history and physical examination (within 1 year) to include:

- Proof of vaccination or immunity for tetanus
- Proof of vaccination or immunity for MMR
- Proof of vaccination or immunity for varicella
- Proof of immunity or initiation of vaccination for Hepatitis B or declination (initial dose: elective month, second dose: one month after elective dose, and third dose: five months after second dose)
- Negative test for tuberculosis within 1 year
- Obtain CPR certification for adult, child, infant, and automated defibrillator prior to enrolling for the first semester. The only acceptable courses are: **CPR for the Healthcare Provider** offered by the American Heart Association or *CPR for the Professional Rescuer* by the American Red Cross offered.

## Clinical/Lab Requirements

1. A Dental Assisting student may limit her ability to complete the clinical requirements by electing not to have the hepatitis B vaccination series (declination is available); and have a medical history of chemical, latex, or other sensitivities and/or allergies that occur in the work or clinical environment.
2. Undergo a standardized dental examination to include caries status, periodontal status, and restorative needs. Restoration needs are at the discretion of the Prescribing Dentist in an effort to minimize student discomfort and disease transmission to student partners and patients.

It is important that a student not have any obvious areas of infection that could be aggravated while undergoing clinical procedures in the clinical setting. An admitted student may receive a dental cleaning, examination, and radiographs for a fee of \$10.00 in the dental hygiene clinic. Call 313.943.4010 or 313.943.4000 to make an appointment.

3. Obtain a Criminal Background Check via [www.CastleBranch.com](http://www.CastleBranch.com) and submit a Criminal Background statement (at the back of this document). The code for the Certified Background check is lowercase "ao51." The cost is \$28.00.  
<https://mycb.castlebranch.com/>

## Legal Restrictions

- Felony convictions may prevent a student from completing program requirements and taking licensure examinations, thus affecting your employment options. Students convicted of a felony or misdemeanor, excluding minor traffic violations may be denied program admittance.
- Federal and state laws require a criminal background check of a student assigned to long-term care facilities, nursing homes, hospitals, and homes for the aged. When assigned to such a facility, a student must permit WCCCD to perform a criminal check and to release the findings to the facility. Fingerprinting is required if a student has lived outside of Michigan for more than three years.

## Continuing Eligibility

In addition to tuition, textbook costs, and supply costs, a student needs to:

1. Purchase required uniforms and white leather like clinical shoes.
2. Purchase malpractice insurance through membership from the American Dental Assistants Association (ADAA). A \$45 money order or accepted credit card, payable to ADAA by December 1 and prior to attending clinical course for the spring term.
3. Provide your own transportation to clinical rotation sites off-campus. Provide Personal Medical Insurance. Wayne County Community College District is not responsible for any student injuries. Including but not limited to exposure incidents or post exposure treatment.
4. Provide two patients for Dental Radiology (DEN 201 Radiology Lab). Your patient is welcome to become a patient of record in the WCCCD Dental Clinic.
5. Provide 30 hours or more of community service. Community service participation must be approved by the ADHS/DA, 15 hours of dental and 15 hours of non dental.

Students will be asked to participate in multiple community projects. These may include “Give Kids a Smile Day”, patient education in elementary schools and assisted living facilities, Children’s Dental Health Week, attending seminars or exhibits at the Detroit District Conference, Michigan Dental Association Conference or Michigan Dental Assistants’ Association Convention. These projects will be assigned 2-3 weeks in advance of the requirement. The projects will also be assigned based on their availability and scheduling.

6. Maintain a 2.0 or “C” minimum grade in each course to graduate.
7. Participate as a student patient in a program clinical setting.
8. Sign student statements attesting to: (Packet will be given at orientation)
  - Scholastic Code of Ethics
  - Attendance Statement Policy
  - Dental Programs Civility Policy
  - Contract on Classroom Behavior
  - Dental Assisting Program Student Policies
  - Criminal History Check- Statement of Clearance
  - Patient Confidentiality Statement
  - Notice of Opportunity & Procedure to File Complaint with the Commission on Dental Accreditation
  - Waiver I- Ethical & Professional Responsibilities
  - Acknowledgement of Program Technology Requirements
  - Communicable Diseases, Hepatitis B and Related Vaccinations
  - Student Receipt of Handbook/Student Information Packet
9. Submit graduation application during summer term.

## Physical Requirements

A Dental Assisting Program student must assist a patient who may be unconscious and/or require cardiopulmonary resuscitation. The physical requirements include:

1. Identify the absence of breathing movement in a patient through visual inspection.
2. Understand the normal speaking voice without viewing the speaker’s face.

3. Perform cardiopulmonary resuscitation.
4. Question a patient's condition and relay the information to others either in person or on the phone.
5. Demonstrate enough manual dexterity to draw up solutions in a syringe. A list of the cognitive, physical, and emotional requirements needed by a dental assistant is described in the *Technical Standards* given below.

## Computer Skills

Some courses may include a distance-learning format; therefore, knowledge of computers, internet services and Blackboard applications is required. Computer requirements and tutorials are listed on the college's website at [www.wccd.edu](http://www.wccd.edu). Computers are also available for student use in the campus [Learning Resource Center](#).

# TECHNICAL STANDARDS OF DENTAL ASSISTING

In compliance with the 1990 Americans with Disabilities Act, specific Dental Assistant Program *Technical Standards* have been established based on the nature of the work expected of a dental assisting professional.

Therefore, a student must be able to meet:

STANDARD	EXAMPLES OF NECESSARY BEHAVIORS (NOT ALL INCLUSIVE)
Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, physical, medical, and intellectual backgrounds.	Establish rapport with clients, families and colleagues.
Communication abilities sufficient for interaction with others in verbal and written form.	<ul style="list-style-type: none"> <li>● Collect assessment data.</li> <li>● Explain treatment procedures.</li> <li>● Initiate health teaching.</li> <li>● Verbally question a patient about his condition and relay the information verbally or written to others</li> <li>● Document assessment findings and treatment rendered.</li> <li>● Complete insurance forms.</li> </ul>
Critical thinking ability sufficient for clinical judgment.	<ul style="list-style-type: none"> <li>● Identify cause and effect relationship in clinical situations.</li> <li>● Assimilate knowledge from lecture, laboratory, and clinical venues.</li> </ul>
Physical abilities sufficient to move around rooms in a dental environment maneuver in small spaces, and reach needed equipment.	<ul style="list-style-type: none"> <li>● Move around clinical operatories, sterilization rooms and other treatment areas. Position chair-side in close proximity to the patient. Administer CPR and BLS procedures.</li> <li>● Reach radiographic equipment that is approximately 5-6' off floor. Transfer patients from wheelchairs to dental chairs and back.</li> </ul>
Gross and fine motor abilities sufficient to provide safe and effective dental care.	<ul style="list-style-type: none"> <li>● Move, calibrate, and use equipment and supplies.</li> <li>● Demonstrate enough manual dexterity to draw up solutions in a syringe.</li> <li>● Perform CPR.</li> <li>● Possess fine dexterity to pass/accept or pick-up small instruments.</li> </ul>
Appearance appropriate for the individual Profession	<ul style="list-style-type: none"> <li>● Personal Hygiene</li> <li>● Oral Hygiene</li> <li>● Maintain within a minimum (body tattoos, facial piercings).</li> <li>● Facial hair must be secured completely behind a facial mask.</li> </ul>

STANDARD	EXAMPLES OF NECESSARY BEHAVIORS (NOT ALL INCLUSIVE)
Able to communicate clearly	<ul style="list-style-type: none"> <li>● Demonstrate ability to speak English</li> <li>● Ability to read and write English</li> </ul>
Auditory ability sufficient to monitor and assess health needs.	<ul style="list-style-type: none"> <li>● Hear a patient's cries of distress, sound of instruments being properly utilized, sound of slow speed handpiece and ultrasonic scaler, and monitor vital signs.</li> <li>● Understand the normal speaking voice without viewing a speaker's face</li> </ul>
Visual ability sufficient for physical assessment, performance of dental procedures and maintenance of environmental safety.	<ul style="list-style-type: none"> <li>● Observe client responses such as skin color and facial expression.</li> <li>● Identify the absence of breathing movement in a patient through visual inspection</li> <li>● Monitor vital signs</li> <li>● Evaluate radiographs for technical quality including density, contrast and distortion.</li> <li>● Read a patient's dental record.</li> <li>● Note color changes in dental materials that indicate reactions occurring.</li> </ul>
Tactile ability sufficient for assessment and performance of expanded dental assisting duties.	Perform palpation techniques (EO/IO exam), functions of a dental exam
Mobility	Physical abilities sufficient to move from clinic area to clinic area and maneuver in small spaces, full range of motion; manual and finger dexterity, and hand-eye coordination. Move around in an operator and laboratory areas.
Olfactory Ability	<ul style="list-style-type: none"> <li>● Have olfactory senses (smell) sufficient for maintaining the environment and patient safety.</li> <li>● Distinguish smells, which are assessing and /or maintaining health status or environmental safety.</li> </ul>
Professional Attitude and Demeanor	<ul style="list-style-type: none"> <li>● Able to present professional appearance and implement measures to maintain own physical and mental health, and emotional stability. Ability to demonstrate emotional health required for the utilization of intellectual abilities and exercise good judgment.</li> <li>● Work under time restraint conditions.</li> <li>● Be exposed to diseases and contaminated. React calmly in an emergency.</li> <li>● Demonstrate flexibility and concern for others.</li> <li>● Be able to work alone.</li> </ul>

# GENERAL POLICIES OF THE DENTAL ASSISTANT PROGRAM

## Progression Policy

A Dental Assisting Program student must achieve or have achieved a grade of “C” or higher in each course in the curriculum to graduate from the Dental Assisting Program. Dental Assisting Program faculty members emphasize that attitudes and actions demonstrate a student’s professional and ethical behavior. **Therefore, it is the Program’s policy that a student will receive a grade of “E” for cheating in a lecture, lab, or clinical course. A grade of “E” in a course may result in dismissal from the Program.**

Below are types of failures that the formal appeals process is aimed at satisfying.

1. If a dental assisting student receives one failing course grade in the fall semester courses, the student may be promoted to the spring semester and the class can be repeated the following year when the course is offered, if the remediation process is complete. A minimum "C" grade must be earned at that time. With one failure the student may enroll in DA 126, DA 127 & DA 129. The student will not be permitted to enroll in DA 117 , DA 203, DA 204 or DA 125 until **all** fall classes have been successfully completed with a “C” or better. Students are required to successfully complete **all** fall and spring courses before entering DA 125.
2. DEN 200 Radiology Lecture and DEN 201 Radiology Lab are offered as corequisites (courses taken in conjunction with one another). DEN 201 Radiology Lab takes place only in the last 7 ½ weeks of fall semester. A student will not be permitted to attend DEN 201 unless the student is successfully progressing in DEN 200 with a “C” or better.
3. A student with two academic failures (a grade below a "C") will be dismissed from the dental assisting program. Review for reentering the following year is carried out by the dental assisting program. A student will not be permitted to continue in the program sequence if a course program requiring a prerequisite course has failed (grade of C or below). A student refused re-admittance by the dental assisting program can appeal this decision to the College-Wide Standing Committee on Re-entry.
4. A student cannot graduate from the dental assisting program or be permitted to take the Dental Assisting National Board (DANB) Chair-side Component or the Registered Dental Assistant's (RDA) examination in Michigan until all dental assisting courses are repeated where a failing grade was earned.
5. If a student receives two failing grades, the student may be dismissed from the program. The student may appeal this decision to the College-Wide-Reentry Committee. The student may re-enter the program the following year to repeat the courses upon the recommendation of the re-entry committee and the remediation



process has been satisfied. If the student wishes to re-enter the program, a formal appeal must be made in writing and submitted to the program office no less than sixty (60) days prior to the beginning of the semester to be repeated. All requested file updates must accompany this appeal. File updates may include but are not limited to, application, college transcripts, vaccination update or completion, criminal background, CPR certification if expired, physical and dental examination .

6. Clinical requirements are set for the duration of the program. (However, minimum term clinical requirements must be completed in order to progress to the next semester). All clinical requirements must be completed by the end of the summer semester or by the completion of the DA 125 - Clinical Practice II course. If a student fails to meet clinical requirements by the end of DA 125, the student will be denied graduation. The student will be permitted to register for DA 125 the next time it is offered in order to complete clinical requirements. This continuation can only occur if there is space available. Graduation from the dental assisting program will be granted once all the clinical requirements are met.
7. If a student must return to complete clinical requirements beyond the one-year program (or two years in the case of the part-time student), the student will have one semester to complete requirements. If a student fails to complete clinical requirements in one semester, graduation from the program will be denied. The student may appeal this decision to the Appeals Board.
8. If a student leaves the dental assisting program, the student must complete the necessary re-entry forms and based on space availability may be permitted to re-enter into the program.
9. A student who retakes the same dental assisting program course twice and receives below a "C" grade the second time will be dismissed from the dental assisting program and will have no recourse.
10. If a student does not adhere to the policy and procedures on the program's academic honesty statement, the student will be dismissed from the dental assisting program.
11. If a student leaves the program for a period of time greater than 10 months after successfully completing DA 117, but prior to completion of DA 125, the student will be required to repeat DA 117 (if available) unless they can demonstrate that they have been employed in the field and are maintaining chair-side dental assisting skills of equal time.  
  
Remediation classes may also be substituted for DA 117 under the Associate Dean of Health Sciences/Dental Assisting and Campus Academic Officers recommendation.
12. All course work must be completed with a "C" or better within the five-year time frame of the first enrolled dental assisting course. Failure to meet this time line will

result in the student having to repeat coursework deemed appropriate by the ADHS/DA at the time of re-entry.

## Remediation Process

Any Dental Assisting student failing one course during the Program must complete an individual remediation program (IRP). The IRP will be created by the ADHS/DA. The IRP may include but not limited to workshops on note-taking skills, test-taking skills and study habits. Additional coursework may also be included in IRP. Students may not register for the next semester until IRP is completed. Students who fail two or more classes must reapply through the College Wide admissions and re-entry process.

## Physical and Cognitive Expectations

Dental Assisting practice is a discipline with cognitive, sensory, affective, and psychomotor performance requirements. For purposes of Dental Program compliance with the Americans with Disabilities Act, a qualified individual with a disability is one who, with or without reasonable accommodations or modification, meets the essential eligibility requirements for participation in the Dental Programs.

If a student believes that she cannot meet the Dental Assisting Program requirements without accommodations or modifications, the Dental Assisting Program faculty will determine, on an individual basis, whether or not the necessary accommodations or modifications can be reasonably made.

## Disqualifying Factors

Students may be denied admission into the Dental Assisting Program for any of the following reasons:

1. Physical or emotional health that indicates impairment in ability to provide safe care to the public.
2. Conduct not in accordance with the standards of a Registered Dental Assistant or Certified Dental Assistant that could include:
  - a. Given false information or withheld material information.
  - b. Be convicted, pleaded guilty, or nolo contendere to a crime which indicated the individual is unfit or incompetent to practice, or the individual has deceived or defrauded the public. Student has been convicted of a misdemeanor/felony, excluding minor traffic violations.
  - c. Used any drug to a degree that interferes with his or her fitness to practice.
  - d. Engaged in conduct that endangers public health.

## Legal Limitations of Licensure

A Dental Assisting Program student should know that their licensure application could be denied or restricted by the Michigan State Board of Dentistry for the following reasons:

- Students practiced fraud or deceit in an attempt to obtain a license to practice Dental Assisting.
- Student has been convicted of a misdemeanor/felony, excluding minor traffic violations.
- Student is addicted to alcohol or other drugs.

- Student is mentally or physically incompetent to practice Dental Assisting. Contact the Michigan Department of Community Health for further licensure requirements.

## Critical Incidents

**Incidents:** Any accident to the student on the campus or at an off-campus project site should be reported to the Clinic Liaison or ADHS/DA immediately. Examples: Needlestick injury, fall, etc.

The following critical incidents are considered by the Dental Assisting Program faculty and ADHS/DA to be of such serious nature resulting in potential risk or injury to patients trusting our care. Such violations will result in immediate dismissal from the Dental Assisting Program:

1. Violations of the "College Code of Conduct" as published in the current [Wayne County Community College District Student Handbook](#).
2. Unnecessary ionizing radiation exposure to a patient, classmate, student, staff member or faculty, This includes the unauthorized exposure of radiographic images; indicating fictitious patient's name or a radiograph; failure to document radiation exposure in the patient's record or documenting false information. **Written prescription by a licensed Dentist must be obtained prior to exposing radiographs.**
3. Falsifying patient, clinic, student records or failure to document information.
4. Forgery of student, staff or instructor signatures on any document.
5. Canceling or transferring patients without authorization of an instructor.
6. Refusal to provide treatment to a scheduled/assigned patient.
7. Unauthorized or excessive clinic absences (per Dental Assisting Programs attendance policy and course syllabi).
8. Plagiarism. "Plagiarism" includes, but is not limited to, the use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.
9. Breach of aseptic technique/infection control standards compromising the health of a dental clinic patient or other dental personnel/student. Leaving the clinic area without permission, abandoning a patient and compromising the patient's treatment.
10. Failure to abide by policies as published in any *Dental Programs Manuals*.
11. Any incident which endangers the health of a student, patient, staff or faculty member will be considered a Critical Incident.

## Exposure to Bloodborne Pathogens

A student may be exposed to hazardous conditions, unsafe environments, and airborne/bloodborne pathogens. A student is required to follow OSHA guidelines when exposed to these conditions. Guidelines may include wearing protective masks, latex gloves, uniforms, lab coats, and protective eyewear. Strict adherence to the dress code is reinforced. A student is responsible for purchasing health insurance and making transportation arrangements to off-site clinical rotation settings. A student may be required to provide some of her own patients for DEN 201.

Dental procedures are performed in a septic environment that poses significant hazards to dental personnel and clients. Dental personnel are exposed to a wide range of microorganisms in a patient's blood and saliva. Infections may be transmitted in dental practice by blood or saliva through direct contact, droplets, spatter, or aerosols. Indirect contact contamination or infection by contaminated instruments is possible and, as a result, patients and dental health care workers (DHCWs) have the potential of transmitting infections to each other. The use of equipment that produces aerosols of saliva, blood and plaque has increased (high-speed hand-pieces, ultrasonics, air/water syringes). The number of clients seen by dental health care workers (DHCWs) has increased, as has the number of clients carrying life-threatening communicable diseases. Dental clients and DHCWs may be exposed to a variety of microorganisms via blood or oral or respiratory secretions. These microorganisms may include cytomegalovirus, hepatitis B virus (HBV), hepatitis C virus (HCV), herpes simplex virus type 1 and 2, human immunodeficiency virus (HIV), mycobacterium tuberculosis, staphylococci, streptococci, and other virus and bacteria, specifically, those that infect the upper respiratory tract. Infections may be transmitted in the dental treatment room through several routes, including direct contact with blood, oral fluids, or other secretions; indirect contact with contaminated instruments, treatment room equipment, or environmental surfaces; or contact with airborne contaminants present in either droplet splatter or aerosols or oral and respiratory fluids.

For these reasons and the student's protection, the Dental Programs require that the following minimum health requirements be met. It is important to ask your physician about any additional requirements that should be implemented.

## Infectious Disease Policy

Although no documented cases of occupational spread of HIV to dental workers exist, a Dental Assisting Program student is at a slight risk for exposure to blood and body fluids and the potential does exist for transmission of bloodborne and other infectious diseases during patient care activities. The risk of HIV disease transmission from dental patients to members of the dental team is extremely low. Nevertheless, there is some small potential of occurrence. The Americans with Disabilities Act forbids discrimination against patients with HIV; a student is required to treat all patients assigned, regardless of the disease state of the patient. Refusal to treat any patient may affect the student's academic success. Wayne County Community College District dental assisting students, in the course of their clinical/academic duties have significant exposure to blood, blood products, tissue, secretions or body fluids of patients potentially containing Hepatitis B (HBV) and are at risk for HBV as well as other infectious diseases. Unintentional punctures of the skin with contaminated instruments or needles sometimes occur despite careful techniques. These factors increased student risk for contracting diseases. See the website for the Center for Disease Control (CDC) for current information.

## **HIV/AIDS or HBV (Hepatitis) Positive Applicants/Students**

will not be barred from working, teaching, attending classes or participating in college sponsored activities unless the applicant/student is unable to follow Standard Precautions.

All decisions will be made on a case-by-case basis. (Standard Precautions are defined as: Consideration of all patients as being infected with pathogens and therefore applying infection control procedures to the care of all patients.)

## **Dental Assisting Skills & Level of Competence at Program Completion**

Skills in the Dental Assisting Program are taught to clinical or lab competence.

### *Clinical Competence*

Clinical competence is developed during the repeated delivery of dental assisting tasks with close faculty supervision. These tasks are mastered by peer clients and community patients. Once you master these competencies and graduate, you will be legally and ethically capable of delivering those tasks, within the scope of the dental laws, as directed by the State Board of Dentistry.

### *Laboratory Competence*

Laboratory competence is developed in a lab setting on a mannequin, extracted teeth, or dental model. With additional experience, beyond graduation, a student may develop clinical competence. Legally and ethically a student must inform their employer that they have been trained to provide this dental assisting task to lab competence. Her supervisor needs to observe and supervise a student's performance until the student shows clinical competence.

## **Complaints**

The Commission on Dental Accreditation (CODA) grants accreditation to the Dental Assisting Program. CODA reviews complaints related to a program's compliance with the accreditation standards. "The Commission is interested in the sustained quality and continued improvement of dental and dental-related education programs, but does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admissions, appointment, promotion or dismissal of faculty, staff or students."

A copy of the appropriate accreditation standards and the CODA's policy and procedures for submitting a complaint may be obtained by contacting the Commission at 211 East Chicago Avenue, Suite 1900, Chicago, IL 60611 or by calling 312.440.4653.

## **Counseling**

If a student has questions or concerns, contact the ADHS/DA at 313.943.4009 Ext. 4033.

## **Student Support Services - Disability Support Services**

[Disability Support Services](#) provide resources according to the individual needs of students with disabilities. Wayne County Community College Disability Support Services coordinate assessment and include services such as tutoring, visual aids, sign language interpreters, language interpreters and note takers, as well as special equipment often required to support academic success in college. Instructors and advisors may refer students who need assistance. However, students are welcome to come and discuss individual concerns without referrals. Contact Number: (313) 496-2634. Website:

[https://www.wcccd.edu/students/pp\\_disability.htm](https://www.wcccd.edu/students/pp_disability.htm)

# DENTAL ASSISTING FACULTY AND STAFF

## **Sonya Taylor, Associate Dean of Health Sciences/Dental Assisting**

B.S. Dental Hygiene	Siena Heights University
A.S. Dental Hygiene	Wayne County Community College District
A.S. Dental Assisting	Ferris State University
Certified Dental Assistant	
Registered Dental Assistant	

## **Lydia Boar**

B.A. Biology	Oakland University
MBA	Baker College
A.S. Dental Assisting	Washtenaw Community College
Registered Dental Assistant	
Certified Dental Assistant	

## **Dr. Kim Bradford**

Doctor of Dental Surgery	Howard University
B.S. Microbiology/Biochemistry	Eastern Michigan University

## **LaDonna Brown**

B.S. Health Education	Wayne State University
Registered Dental Assistant	Washtenaw Community College
Certified Dental Assistant	

## **Amanda Cavacini**

B.S. Marketing	Purdue University Fort Wayne
A.S. Communications	Purdue University Fort Wayne
Registered Dental Assistant	Washtenaw Community College
Certified Dental Assistant	

## **Rosa Clark**

B.S. Health Care Management	Siena Heights University
A.S. Dental Hygiene	Ferris State University
Certified Dental Assistant	

## **Rebekah Conover**

A.S. Liberal Arts	Schoolcraft College
B.S. Reading	Eastern Michigan University
Certified Dental Assistant	

**Gracie Hightower**

M.A. Education Administration & Curriculum  
B.S. Allied Health Teacher Education  
Certified Dental Assistant  
Registered Dental Assistant

Michigan State University  
Ferris State University

**Dr. Saliah Miles**

Doctor of Dental Surgery  
B.S. Dental Hygiene

University of Michigan  
University of Michigan

**Monica Monroe**

B.S. Dental Hygiene  
Certificate Dental Assisting

University of Detroit Mercy Dental School

# CURRICULUM OF THE DENTAL ASSISTING PROGRAM

## Prerequisites

- Hold a high school diploma or GED equivalency
- English 119 credits. Or eligible as well as a score of 276 in reading comprehension per the Accuplacer testing, and fulfill all WCCCD admission requirements.
- Refer to the [Schedule of Classes Book](#) or [College Catalog](#), including submitting an [Allied Health Application](#) to the Dental Program Office.

## Course Plan (Full Time)

<b>FIRST SEMESTER/FALL SEMESTER</b> (21 credit hours)	<b>SECOND SEMESTER/SPRING SEMESTER</b> (19 credit hours)
DA 104 - 5 credit hours <b>DENTAL MATERIALS</b>	DA 117 - 5 credit hours <b>CLINICAL PRACTICE I</b>
DA 106- 4 credit hours <b>APPLIED SCIENCES AND MEDICAL EMERGENCIES</b>	DA 126 - 3 credit hours <b>GENERAL ANATOMY, PHARMACOLOGY AND ORAL PATHOLOGY</b>
DA 110 - 4 credit hours <b>CLINICAL DENTAL ASSISTING</b>	DA 127 - 2 credit hours <b>DENTAL OFFICE MANAGEMENT</b>
DA 115 - 2 credit hours <b>INFECTION CONTROL AND PREVENTIVE DENTISTRY</b>	DA 129 - 2 credit hours <b>LEGAL, ETHICAL AND COMMUNICATION ISSUES</b>
DA 120 - 2 credit hours <b>DENTAL SPECIALTIES</b>	DA 203 - 3 credit hours <b>EXPANDED FUNCTIONS FOR THE REGISTERED DENTAL ASSISTANT - LECTURE</b>
DEN 200 - 2 credit hours <b>DENTAL RADIOLOGY THEORY</b>	DA 204 - 4 credit hours <b>EXPANDED FUNCTIONS FOR THE REGISTERED DENTAL ASSISTANT - LAB</b>
DEN 201- 2 credit hours <b>DENTAL RADIOLOGY LAB</b>	
<b>THIRD SEMESTER/SUMMER SEMESTER</b> (8 credit hours for 10 weeks)	
All fall and spring classes must be satisfactorily completed before registering for the DA 125 course	
DA 125- 8 credit hours <b>CLINICAL PRACTICE II</b>	



### Full-Time Track Notes

Must complete all of the Fall Semester Classes in order to move forward to the Spring Semester. All Fall and Spring Classes must be satisfactorily completed in order to move to the Summer Semester.

### Course Plan (Part Time)

<b>FIRST SEMESTER/FALL SEMESTER I</b> (21 credit hours)	<b>SECOND SEMESTER/SPRING SEMESTER I</b> (19 credit hours)
DA 104 - 5 credit hours <b>DENTAL MATERIALS</b>	DA 126 - 3 credit hours <b>GENERAL ANATOMY, PHARMACOLOGY AND ORAL PATHOLOGY</b>
DA 106- 4 credit hours <b>APPLIED SCIENCES AND MEDICAL EMERGENCIES</b>	DA 127 - 2 credit hours <b>DENTAL OFFICE MANAGEMENT</b>
DA 110 - 4 credit hours <b>CLINICAL DENTAL ASSISTING</b>	DA 129 - 2 credit hours <b>LEGAL, ETHICAL AND COMMUNICATION ISSUES</b>
DA 115 - 2 credit hours <b>INFECTION CONTROL AND PREVENTIVE DENTISTRY</b>	
<b>THIRD SEMESTER/FALL SEMESTER II</b> (19 credit hours)	<b>FOURTH SEMESTER/SPRING SEMESTER II</b> (19 credit hours)
DA 120 - 2 credit hours <b>DENTAL SPECIALTIES</b>	DA 117 - 5 credit hours <b>CLINICAL PRACTICE I</b>
DEN 200 - 2 credit hours <b>DENTAL RADIOLOGY THEORY</b>	DA 203 - 3 credit hours <b>EXPANDED FUNCTIONS FOR THE REGISTERED DENTAL ASSISTANT - LECTURE</b>
DEN 201- 2 credit hours <b>DENTAL RADIOLOGY LAB</b>	DA 204 - 4 credit hours <b>EXPANDED FUNCTIONS FOR THE REGISTERED DENTAL ASSISTANT - LAB</b>
<b>FIFTH SEMESTER/SUMMER SEMESTER</b> (8 credit hours for 10 weeks)	
All fall and spring classes must be satisfactorily completed before registering for the DA 125 course	
DA 125- 8 credit hours <b>CLINICAL PRACTICE II</b>	

### Part-Time Track Notes

A part-time program can be planned for an individual if *space is available*. All Fall and Spring semester classes must be satisfactorily completed in order to move to the Summer Semester DA 125 Clinical Practice II.

## PERK Program

### Program Applicants

1. Submit a copy of certification for the Infection Control (ICE), Radiation Health & Safety (RHS) and/or the General Chair-side (GC) component of the Dental Assisting National Board examination.
2. If a Certified Dental Assistant, submit a current CDA certificate or card.
3. Submit a copy of CPR/AED card from the American Heart Association's *CPR for the Healthcare Provider* or the American Red Cross' *CPR for the Professional Rescuer*.
4. Submit proof of an Infection Control, OSHA and Hipaa seminar within the past two years.
5. Complete WCCCD application and assessments.
6. Submit an *Allied Health Application* to the Dental Assisting Program Office and satisfy all admission requirements to receive formal acceptance.
7. Submit a criminal background check from CastleBranch.  
<https://mycb.castlebranch.com/>

### Program Advanced Standing

Graduates of high school or vocational-technical dental assisting programs and on-the-job trained dental assistants may also earn "advanced standing" through the PERK (Prior Experience and Required Knowledge) program. Contact the dental program office for additional information.

A one-year Certificate in Dental Assisting and Dental Radiography will be awarded after the successful completion ("C" or better) in all courses. Upon graduation, the student is eligible to sit for the Dental Assisting National Board Examination to become a Certified Dental Assistant. A graduate is also eligible to become a licensed Registered Dental Assistant by taking the Registered Dental Assistant Examination given by the State of Michigan. A student may continue enrollment at WCCCD to complete an Associate Degree. Please, see the ADHS/DA for additional information.

# DENTAL ASSISTING PROGRAM COSTS

(Estimated costs based on tuition and fee rates)

Please note these are approximate costs, and may change without notice.

The costs given below do not include certification and licensure costs. Each Campus has an Office of Financial Aid Officer who can assist a student in completing the required documentation for applying for financial aid. *It is recommended that a student should apply for financial aid as soon as possible.*

Please, consult the "[Academic Schedule of Classes](#)" for each semester for changes in fees.

FIRST SEMESTER - 21 CREDIT HOURS & FEES		
FEE STRUCTURE	RATE BY RESIDENCE	TOTAL
Tuition, registration, student activity & technology fee, other fees may apply	In-District: \$109.10 per credit hour Out-District: \$118.30 per credit hour <i>(rates for 2022-2023 academic year, not including out-of-state or international rates)</i>	\$2,624.60 \$2,817.80
Dental Assisting Lab Fees		175.00
Application and Testing Fee		50.00
Miscellaneous supplies		50.00
Uniforms, shoes (estimate)	During orientation	150.00
Textbooks (estimate)		600.00
<b>In-District Estimated Semester Total</b>		<b>\$3,649.60</b>
<b>Out-District Estimated Semester Total</b>		<b>\$3,842.80</b>
SECOND SEMESTER - 19 CREDIT HOURS & FEES		
FEE STRUCTURE	RATE BY RESIDENCE	TOTAL
Tuition, registration, student activity & technology fee, other fees may apply	In-District: \$109.10 per credit hour Out-District: \$118.30 per credit hour <i>(rates for 2022-2023 academic year, not including out-of-state or international rates)</i>	\$2,379.40 \$2,554.20
Dental Assisting Lab Fees		75.00
ADAA membership & malpractice insurance	Pay by money order or use an accepted credit card to <b>ADAA in December</b>	45.00
Textbooks (estimate)		300.00

Graduation fee		FREE
<b>In-District Estimated Semester Total</b>		<b>\$2,799.40</b>
<b>Out-District Estimated Semester Total</b>		<b>\$2,974.20</b>
<b>THIRD SEMESTER - 8 CREDIT HOURS &amp; FEES</b>		
<b>FEE STRUCTURE</b>	<b>RATE BY RESIDENCE</b>	<b>TOTAL</b>
Tuition, registration, student activity & technology fee, other fees may apply	In-District: \$109.10 per credit hour Out-District: \$118.30 per credit hour <i>(rates for 2022-2023 academic year, not including out-of-state or international rates)</i>	\$1,030.80 \$1,104.40
<b>In-District Estimated Semester Total</b>		<b>\$1,030.80</b>
<b>Out-District Estimated Semester Total</b>		<b>\$1,104.40</b>
<b>TOTAL DENTAL ASSISTING PROGRAM COST - 48 CREDIT HOURS &amp; FEES</b>		
<b>FEE STRUCTURE</b>	<b>RATE BY RESIDENCE</b>	<b>TOTAL</b>
Tuition, registration, student activity & technology fee, other fees may apply	In-District: \$109.10 per credit hour Out-District: \$118.30 per credit hour <i>(rates for 2022-2023 academic year, not including out-of-state or international rates)</i>	\$5,934.80 \$6,376.40
Criminal Background Check <a href="https://mycb.castlebranch.com/">https://mycb.castlebranch.com/</a>	Payable to: www.CertifiedBackground.com	28.00
CDA Examination (estimate) <a href="http://www.danb.org">www.danb.org</a>	Payable to: <i>Dental Assisting National Board License Examination</i>	450.00
RDA State Examination (estimate)	Payable of: <i>State of Michigan</i>	107.00
<b>In-District Estimated Program Total</b>		<b>\$8,439.00</b>
<b>Out-District Estimated Program Total</b>		<b>\$8,972.00</b>

# COMPLIANCE POLICIES OF THE DENTAL ASSISTING PROGRAM

## State of Compliance with Federal and State Law

Wayne County Community College District, pursuant to the requirements of Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Vietnam-Era Veterans Readjustment Act of 1974, the Elliot-Larsen Civil Rights Act, Executive Order 11246, and Title II of the American for Disabilities Act (ADA), complies with all Federal and State laws and regulations prohibiting discrimination and with all requirements and regulations of the US Department of Education.

It is the policy of WCCCD that no person, on the basis of race, color, religion, national origin, age, sex, height, weight, marital status, disability, or political affiliation or belief, shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination in employment or in any program or activity for which it is responsible or for which it receives financial assistance from the U.S. Department of Education. (Policy adopted by WCCCD District Board of Trustees 7-8-93, revised 7-6-94.)

## Notice of Non-Discrimination Policy

Any questions concerning Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex, or inquiries related to Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of disability, and inquiries related to Title II of the Americans with Disabilities Act (ADA), which provides comprehensive civil rights protection for individuals with disabilities, or the College's Statement of Compliance with Federal and State law, should be directed to the Director of Human Resources, WCCCD, 801 West Fort Street, Detroit, MI 48226 or call 313.496.2732.

## Title VI of the Civil Rights Act of 1964

Section 100.3 of the Department of Education's Regulation (34 CFR) effectuating Title VI of the Civil Rights Act of 1964 requires that no person in the United States shall, on the ground of race, color, or national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program receiving Federal financial Assistance.

## Title IX of the Education Amendments of 1972

Section 901 of Title IX provides that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance. Title IX of the Education Amendments of 1972, as amended, is designed to eliminate (with certain exceptions) discrimination on the basis of sex in any education program or activity receiving Federal financial assistance, whether or not such program or activity is offered or

sponsored by an educational institution as defined in part. Part 106 of 34 CAR, which effectuates Title IX, became effective on July 21, 1975.

SECTION 504 OF THE REHABILITATION ACT OF 1973, "No otherwise qualified individual with a disability in the United States shall, solely by reason of her or his disability, as defined in section 706(8) of this title, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance..." (29 U.S.C. 794{b}).

Part 104 of 34 CAR effectuates Section 504 of the Rehabilitation Act of 1973, which is designed to eliminate discrimination on the basis of disability. On October 29, 1992, the Rehabilitation Act Amendments of 1992 had three significant consequences Section 504: 1) the term "disability" replaced the term handicap; 2) certain conditions were explicitly excluded from the definition of disability; and 3) complaints alleging employment discrimination under Section 504 were to be judged by the standards of Title I of the Americans with Disabilities Act (ADA). 04/08/93

# DENTAL ASSISTING CHECK-OFF LIST

## Dental Assisting Program Requirements

- \_\_\_ Submit WCCCD College Application
  - \_\_\_ Turned Financial Aid SARS papers to the financial aid office
  - \_\_\_ Submit Accuplacer score to the ADHS/DA, a score of 276-300 is required on reading comprehension or have taken and passed ENG 119. (English prerequisite may be necessary if a 276-300 on Accuplacer assessment test is not achieved)
  - \_\_\_ Meet with ADHS/DA
  - \_\_\_ Complete Allied Health Application and submit to ADHS/DA prior to May 15th
  - \_\_\_ 2 letters of recommendation
  - \_\_\_ Must be 18 years of age, and be a High School or (GED) graduate.
  - \_\_\_ Request official college transcripts to be sent to the ADHS/DA at:
    - Dental Programs
    - Wayne County Community College District
    - Northwest Campus
    - 8200 W. Outer Dr. 48219
  - \_\_\_ Physical Examination and immunization record (within 6 months of program start. Document provided by ADHS/DA)
  - \_\_\_ Current immunizations MMR, tetanus, varicella, TB test and Hepatitis B vaccination
  - \_\_\_ Dental examination (within 6 months of program start. Document provided by ADHS/DA)
  - \_\_\_ Complete Criminal Background Check <https://mycb.castlebranch.com/>
  - \_\_\_ Attend **mandatory** DA Program Orientation (date to be announced)
  - \_\_\_ Submit all Program Requirements to the ADHS/DA prior to registration
- YOU WILL NOT BE PERMITTED TO REGISTER ONLINE. Once accepted into the DA Program, the ADHS/DA will take care of your registration for you.

## After Admitted but before any clinical experience:

- \_\_\_ Complete CPR class for a Health Care Provider(American Red Cross or American Heart Association) CPR class and certification will be provided by WCCCD)
- \_\_\_ Purchase required textbooks
- \_\_\_ Purchase school supplies
- \_\_\_ Purchase white leather like shoes, scrubs and lab jacket from the DA Program selected uniform provide