

DENTAL ASSISTING DIPLOMA

Selective Admission Process: this program requires a separate application in addition to the admission to the college; all application deadlines are firm

Application Period: January 27, 2022 through May 19, 2022 (or until filled)

MINIMUM REQUIREMENTS ARE SUBJECT TO CHANGE EACH ACADEMIC YEAR

Special Note from the Dean of Health and Human Services office:

Due to the potential effects of the COVID-19 crisis, the below described Fall 2022 selection processes to CFCC's health sciences are subject to change. If any changes arise involving CFCC's ability to adhere to the information below, CFCC will reserve the right to make adjustments and will make every effort to communicate these to the applicants in a timely manner.

The Dental Assisting curriculum prepares individuals to assist the dentist in the delivery of dental treatment, and to function as integral members of the dental team while performing chairside and related office and laboratory procedures.

Course work includes instruction in general studies, biomedical sciences, dental sciences, clinical sciences, and clinical practice. A combination of lecture, laboratory, and clinical experiences provides students with knowledge in infection/hazard control, radiography, dental materials, preventive dentistry, and clinical procedures.

Graduates may be eligible to take the Dental Assisting National Board Examination to become Certified Dental Assistants. As a Dental Assistant II, defined by the Dental Laws of North Carolina, graduates work in dental offices and other related areas.

It is important that all applicants for the Dental Assisting Program understand the admissions process. Applicants who wish to submit an application must first meet minimum requirements. Please carefully review the information regarding minimum requirements and other pertinent information outlined below.

APPLICATION PROCESS

It is the Dental Assisting applicants' responsibility to ensure that all requirements are met by the established deadline. Dental Assisting deadlines, guidelines, and policies apply equally to all students; thus there can be no exceptions.

Admission to any and all educational programs offered by Cape Fear Community College is made without regard to race, color, sex, national origin, gender identity, sexual orientation, disability, veteran status or other irrelevant factors.

The Dental Assisting program at CFCC requires a separate application as it is selective admission. Students must meet minimum requirements and complete an "Intent to Apply" during the application period. This is done electronically and can be accessed at the program website: www.cfcc.edu/dental-assisting.

Prior to completing the “Intent to Apply”, prospective students must first be accepted for general admission to Cape Fear Community College. Below are the steps for acceptance to CFCC:

1. Complete the CFCC General Admissions Application, which includes the Residency Determination Application. For students that have applied to or have taken classes at CFCC previously, the application has to be active. If the prospective student has not attended classes at CFCC for one year (12 months) or longer, they must reapply and be accepted prior to filing an “Intent”.
2. Request official transcripts from a regionally accredited high school/High School Equivalency agency. High School/High School Equivalency transcripts must indicate the date graduated. Official transcripts are those received either electronically, by mail or by hand delivery to CFCC in the original, sealed envelope from the awarding institution or agency. If the prospective student graduated from a North Carolina public high school within the past three years, they may request that an official high school transcript be sent electronically to the Admissions Office via the College Foundation of North Carolina (CFNC) website at www.cfnc.org. The official school administrator for home schooled students must submit a copy of the home school’s approved registration from the state in which they are registered (if applicable), and a home school transcript with graduation date. All students selected to the program must have graduated from high school at the start of the program or have earned the equivalent credentials.
3. Request official transcripts from all colleges and/or universities attended (if applicable) to be mailed or electronically sent to the Admissions and/or Records Office. These will be reviewed for possible transfer credit. Note: transcripts from Masters or Ph.D. programs are not required. Transcripts from colleges that are not regionally accredited may be evaluated on a case-by-case basis.

Once accepted to CFCC, students must meet the minimum requirements listed below and then complete/file an “Intent to Apply” electronically during the application period:

1. **Applicants must meet minimum English and Math requirements.** Any parts of the criteria below can be combined to meet the requirements. *Official transcripts and/or test scores are required.*
 - An Associate’s Degree or higher **OR**
 - An unweighted U.S. High School GPA of 2.8 or higher regardless of graduation year or NC Community College Adult High School (AHS) unweighted GPA of 2.8 or higher **OR**
 - New: High School Career and College Ready Graduate (CCRG) Enhanced English IV score of 80 or higher on Tiers I and II AND
 - High School CCRG Math score of 80 or higher on Tiers I and II OR Math 3 End of Course (EOC) score of 4 or higher **OR**
 - Completion of **English Composition I or higher** (or its equivalent; i.e. ENG-111 in the North Carolina Community College common course library) and **Quantitative Literacy or higher** (or its equivalent; i.e. MAT-143 or higher in the North Carolina Community College common course library) with a grade of “C” or better at a regionally accredited college. (Note: if both requirements are met via CFCC transfer credit, then skip to bullet no. 2 on page 3) **OR**
 - Successful completion of Developmental (Transitional) English and Math classes at a North Carolina Community College (only) that would allow placement into ENG-111 and MAT-143 **without co-requisites OR**

- Completion of an NCDAP, Accuplacer (Classic, not Next Gen.), RISE, or COMPASS Placement Test with English and Math placement into ENG-111 and MAT-143 **without co-requisites**, regardless of completion date.

	NCDAP Placement Test	Accuplacer Classic (Not Next Gen.)	RISE PT	COMPASS
ENGLISH	English Composite score of 151	Reading Comprehension and Sentence Skills combined score of 166	Score of 70 in Tiers I and II	Reading + Writing= 151
MATH	Score of 7 in DMA Modules 10-50	Arithmetic score of 55 AND Elementary Algebra score of 55	Score of 70 in Tiers I and II	Pre-Algebra= 47 AND Algebra= 40

- ACT or SAT English and Math scores that would allow placement into ENG-111 and MAT-143 without co-requisites (see charts below).

	ACT After 03/2014	ACT 2012-02/2014	ACT 2010-2011
ENGLISH	English Score is 18+ OR Reading Score is 22+	English Score is 18+ OR Reading Score is 21+	English Score is 22+ OR Reading Score is 22+
MATH	Math Score is 22+	Math Score is 22+	Math Score is 22+

	SAT After 03/2016	SAT 2012-03/2016	SAT 2010-2011
ENGLISH	Evidence Based Reading/Writing Score is 480+	Critical Reading Score is 500+ OR Writing Score is 500+	Reading Score is 510+ OR Writing Score is 510+
MATH	Score of 530+	Score of 500+	Score of 510+

Other tests:

“GED Credential 2014+” version: Score of 165 or higher in all 4 subject areas; versions prior to “GED Credential 2014+” are not approved by the NC Systems Office for placement (official GED transcript is required to be sent to CFCC).

HiSet Diploma: Score of 15 or higher on all 5 subject areas AND a score of 4 on Essay (official HiSet Transcript is required to be sent to CFCC).

Any placement tests may have been taken only twice within twelve (12) consecutive months and must have been taken in the last ten years. If an applicant has tested more than twice in twelve consecutive months, only the first two attempts will be considered in the application process. Placement test scores which violate the testing policy will be disregarded.

If a Placement Test has been taken at another community college, it is the student’s responsibility to ensure that an official copy of the scores are received by Cape Fear Community College prior to the application deadline.

Students who feel they need accommodations should contact the staff of the Disability Support Services office in the Union Station Building (Room U-218) on the Downtown Campus or call 910-362-7012 or 910-362-7158.

2. **Students must have an overall GPA of 2.0 or higher in all post-secondary coursework completed at Cape Fear Community College.** After an “Intent to Apply” has been filed, the student must maintain a minimum GPA of 2.0 to enter the program in the fall. If the student’s CFCC cumulative GPA is below 2.0 at the time of filing an “Intent to Apply” and they have not been enrolled in CFCC for one year (12 months) or longer, they may be eligible for *Academic Forgiveness* (see 2021 – 2022 catalog for more information).

3. **File “Intent to Apply”**

An “Intent to Apply” for the Dental Assisting Program may be completed **ONLINE** during the application

period of January 27, 2022 through May 19, 2022 or until filled. Students must visit the programs' website (www.cfcc.edu/dental-assisting/), study the instructions, and click on the "File My Intent" button to proceed. Students must make sure to complete all required fields/areas all the way to the end and then submit the form. If the "Intent" is approved, i.e. all eligibility requirements are met, the student will receive information in their CFCC e-mail account explaining the next steps. This e-mail includes instructions on how to register for the PSB test. Applicants must file the "Intent to Apply" prior to the end of the application period. Students who file an "Intent to Apply" and do not meet the minimum requirements will receive an e-mail addressing the missing items. Once eligible, they may re-file their "Intent" as long as it is prior to the end of the application period. Note: If technical difficulties are encountered, students may contact the CFCC Helpdesk at 910-362-4357.

"Intent to Apply" Checklist for the Dental Assisting Program:

- Admitted to CFCC (by Admissions) or that application status is active
- Official high school transcript is on file at CFCC
- Official college/university transcripts (if applicable) are on file at CFCC
- Meet English and Math eligibility (see pages 2-3)
- Overall GPA at CFCC of 2.0 or higher (criteria waived if students do not have an established GPA at CFCC)

Note I: Having completed all general education courses that are part of the Dental Assisting program is not required in order to complete the selective admissions application to the program.

Note II: If general education courses are completed prior to the start of the program, this does not decrease the number of semesters required for this program. It takes three semesters to complete all Dental Assisting classes.

4. **Psychological Services Bureau (PSB) Admissions Exam**

Students who meet the minimum application requirements will receive instructions on how to register for the Health Occupations (HO) PSB exam following the successful completion of their "Intent to Apply". Due to testing limitations related to COVID-19, **applicants to the Dental Assisting Program may take the HO PSB only ONCE for this application period.** Those who have taken the Health Occupations PSB for Dental Assisting in previous years should be aware that only score totals from the two most recent eligible attempts within the last 5 years from the date the "Intent to Apply" was filed will be considered. **The highest overall score of the two most eligible recent tests will be used on the point count. We will not create a new score using the highest points in each test category. If a student is planning to use a test taken at another college, the official test report must be on file by June 2, 2022. NOTE: ALL TESTING MUST BE COMPLETED ON OR BEFORE JUNE 2, 2022 and must be on file in the Health Science Enrollment Center at CFCC in order to be considered for the Dental Assisting program. Test results received after June 2, 2022 will not be accepted.**

Note: There are three types of tests offered by the PSB testing company: a test for RN, for PN, and for the Health Occupations (HO). Students need to make sure they select the PSB for HO during the application process.

Flexible Testing Options:

Applicants may take the HO PSB exam off campus at any available Pearson Test Center or on campus on a limited basis at the CFCC Union Station Testing Center.

Note: Students are encouraged to file an “Intent to Apply” to the Dental Assisting program as early as possible during the application period to ensure that they have multiple testing options to choose from. Once on campus test dates are full, the only option for testing may be off-site.

PSB has indicated that the current cost of the PSB HO test will be \$60.00 for the CFCC on campus option and \$100.00 when using an offsite Pearson test center (additional fees may apply). CFCC does not determine the cost of the test and will not function as payee. Payment for the test will be part of the test registration process (Financial Aid does not cover the cost of the test). CFCC will have access to test results upon completion of the test for both options. In terms of the selection process, one option does not provide a point count advantage over the other.

All available on campus test sessions for the HO PSB application period will be displayed on a scheduling calendar that will be accessible after the student’s “Intent to Apply” is approved.

An off campus option to test at any available Pearson Test Center will also be available as a choice. It may provide a greater number of testing dates, times, and locations. If an applicant who has completed a successful “Intent to Apply” indicates that the off campus option would best fit their needs, they may have a “testing window” of up to 30 days to complete the off campus testing process.

Regardless of the 30 day “testing window” that Pearson allows for the off campus option, ALL TESTING MUST BE COMPLETED ON OR BEFORE June 2, 2022 in order to be considered for the Dental Assisting program. Test results received after June 2, 2022 will not be accepted.

After filing an eligible “Intent to Apply”, students who need accommodations for the PSB test should contact Disability Support Services (DSS). Testing must not be scheduled via the above described scheduling calendar. **The scheduling of the accommodated test must be coordinated by the staff of DSS and CFCC Testing Services.** Note: Offsite testing may not guarantee appropriate accommodations.

Detailed information about the PSB registration process for BOTH options will be provided in the emails the student will receive after the “Intent to Apply” is approved (check CFCC email inbox thoroughly and frequently).

Students are not allowed to schedule multiple test dates (on campus or off campus) with the intent of making adjustments at a later time. If it is determined that multiple tests are scheduled for one potential applicant, all test reservations will be cancelled.

Rescheduling a previously confirmed test date is strongly discouraged. If a critical emergency should occur, the student will need to request that their test date be removed (by contacting Testing Services for on campus tests; for off campus follow test company’s guidelines). At that point, they may then be able to schedule a new test date using the initial testing registration process described above.

Note: It is the student’s responsibility to schedule their test in a timely manner. CFCC cannot guarantee testing availability when seats are limited and tests are offered offsite. If official test results are not received by or accessible to the Health Science Enrollment Center at CFCC on or prior to June 2, 2022, students’ “Intents” will become ineligible for the Dental Assisting selection process.

A study guide for the PSB Exam can be accessed at: <https://cfcc.edu/testing-services/take-the-psb-exam/>. It is

recommended that students purchase a PSB study guide. These are available for purchase online and in some book stores. **In addition, the staff in the CFCC Learning Lab (910-362-7496) may be able to provide resource materials to help prepare for the PSB exam.** The prospective applicant may also visit the testing company website at psbtests.com.

Note: Students who complete the PSB test for Dental Assisting will automatically become *Qualified Applicants*. No additional application form is required.

Students will have access to test scores after they complete the PSB exam. There are no minimum PSB score requirements. After completing the exam all applicants will be invited to review their point count electronically **after the application deadline and after all point counts are completed.** Applicants will receive a copy of their point count from the Health Science Enrollment Center via email mid-summer 2022, including instructions on how to agree or recheck the total point count. **APPLICANTS WHO FAIL TO RESPOND TO THE REQUEST TO REVIEW THEIR POINT COUNT WILL WAIVE THEIR RIGHT TO CONTEST THEIR POINT TOTAL.** *Applicant's point counts are confidential; to protect students' privacy, point count totals can only be discussed with the applicant.*

Students who apply into multiple health science programs at CFCC that use the Health Occupations PSB may test only once per application period and are required to have score totals “renormed” for the additional programs. This means that test results will be recalculated to apply to each specific health science program. A \$25 fee applies for each renorming request.

Note: If eligible, a student may file an “Intent to Apply” into multiple health science programs. If selected into more than one, the student is required to commit to the program of choice by the deadline stated in the correspondence sent by the Health Science Enrollment Center. Failure to do so in writing will result in the loss of the seat.

Note: Depending of the Health Science program neither federal law nor North Carolina law permits undocumented individuals or those with DACA (Deferred Action for Childhood Arrivals) classification to receive professional licenses. See 8 U.S.C. § 1621(a) and (c)(1)(A). This does not prevent a DACA student from enrolling in a Health Science program but may prohibit the student from receiving a professional license. If students have any questions about eligibility for professional licensure please contact the professional organization's website.

Acceptance into the program is for Fall 2022 only. Students that decline their seat will need to reapply for future admission.

DENTAL ASSISTING SELECTION PROCESS

Students are selected on a “best qualified” basis. The point system was implemented as an objective means for evaluating Dental Assisting applicants. **No points will be awarded for documentation received after the application deadline. If students are currently or were previously enrolled in another college, it is their responsibility to ensure that the final transcript is received by CFCC prior to the application deadline.**

Dental Assisting applicants will be ranked based on points earned, and the eighteen (18) students with the highest point total will be selected each year. If two or more students have the identical point count total, the date and time that the “Intent to Apply” form was successfully submitted (i.e. eligibility criteria were met) will be the determining factor.

1. **Section A: Non-Coursework** (not a minimum requirement- only used for point count)

Points for Information Session

Five (5) points will be awarded for attending one (1) of the information sessions listed below (see the Dental Assisting website for specifics). No points will be awarded for sessions attended in previous years.

The information session dates are as follows:

- Wednesday, January 19, 2022 12 pm -1 pm
- Tuesday, February 15, 2022 1 pm - 2 pm
- Wednesday, March 23, 2022 1 pm -2 pm
- Tuesday, April 19, 2022 at 11 am – 12 pm

2. **Section B: Required Coursework** (not a minimum requirement – used for point count and to satisfy program General Education coursework)

Points for College Courses

College courses completed prior to the application deadline with a grade of “C” or better will earn the applicant points. Points will also be awarded for credit earned based on AP (Advanced Placement) and/or CLEP examinations. (For point distribution, refer to the attached point count worksheet).

Note: To receive points for courses listed on the point count, the courses must be completed prior to the application deadline.

SPECIAL NOTE FOR ANATOMY & PHYSIOLOGY ONLY:

BIO 163 or BIO 168 and BIO 169 must have been taken in the last five (5) years of the start date of the Dental Assisting Program. For 2022 applicants, this course is only valid for points and towards graduation if taken Fall 2017 or after. Only the first attempt with a letter grade of “C” or higher will be considered for the point count.

Note: Students who have questions or concerns regarding transfer credits from other colleges and/or universities must address and resolve their concerns prior to the end of the application period (please contact a staff member at the CFCC Health Science Enrollment Center).

3. **Section C: PSB Admissions Test** (to be taken once during the specified timeframe after the “Intent to Apply” is approved)

Percentile scores in all seven (7) areas of the PSB exam – Verbal, Arithmetic, Non-Verbal, Spelling, Reading Comprehension, Natural Sciences, and Vocational Adjustment Index are used in calculating the total number of points earned in this section. There are no minimum score requirements.

4. **Calculation of Total Points**

The applicant’s total points are calculated using attendance at information sessions, academics (completed course work) and the grand total of the PSB. The highest grand total of the two most recent eligible PSB tests within the last 5 years from the date the “Intent to Apply” is filed will be selected for this calculation. Tests are valid for 5 years from the date the “Intent to Apply” is filed (please refer to the point count sheet for details).

Dental Assisting applicants who are selected will be conditionally accepted in the program pending submission and review of a favorable medical history form provided by Cape Fear Community College.

NOTIFICATION PROCEDURE

Eighteen (18) new students may be admitted to the Dental Assisting program in the fall semester. These students will be invited to a mandatory orientation program. Students whose status is “alternate” are admitted to the program only if someone who was originally accepted declines the offer of admission, or if someone who was originally accepted becomes disqualified (refer to disqualifying factors). If a student did not meet the minimum requirements, were not accepted, or declined admission, he/she must re-apply the following year.

The eighteen (18) selected students will be notified when to complete the following information:

1. **Medical Reports**

All completed health/medical reports must be received by the specified date noted in the acceptance correspondence via email.

2. **Drug Screen**

Nine (9) panel urine drug screen is mandatory. Methadone will be included in the urine drug screening. Testing positive on the drug screening, or evidence of tampering with a specimen, will disqualify a student from participation in the clinical assignment, thus result in dismissal from the Dental Assisting program. **Information on obtaining a drug screen will be provided at the orientation.** For further information, students should see the “**Drug and Alcohol Policy**” in the **CFCC Catalog/Student Handbook.**

3. **CPR**

Students must also submit documentation of current CPR certification. Certification must be current two (2) year CPR certification for health care providers (must include infant, child and adult). Online courses will be accepted, **but there must be a hands-on component.** More information will be provided at orientation.

4. **Criminal Background Check**

Clinical sites require a drug screening and a criminal background check prior to allowing students into the clinical setting (any associated fees will be the responsibility of the student). In addition, certain criminal activity, as evident by a criminal background check may also disqualify a student from clinical participation. **Please be aware that failure to participate in a clinical assignment based on either the drug screening or criminal background check will result in dismissal from the Dental Assisting Program.** Information on obtaining a criminal background check will be provided at the orientation.

A. PROGRESSION POLICY

Students admitted to the Dental Assisting program **MUST** achieve or have achieved a “C” or higher in each course in the curriculum in order to progress semester by semester.

Grading Policy

A excellent	92-100
B good	84-91
C average	76-83
D poor	68-75

B. DENTAL ASSISTING SKILLS & LEVEL OF COMPETENCE AT PROGRAM COMPLETION

Skills in the Dental Assisting program are taught to clinical or laboratory competence.

CLINICAL COMPETENCE: Clinical competence is developed during the repeated experience of working chairside with a dentist and by the delivery of dental services under the close supervision of faculty. These services are mastered on clients in CFCC's clinic and in various rotation offices in the surrounding community. Once the student has mastered these competencies and graduated from the dental assisting program, he/she will be legally and ethically capable of delivering those services, within the scope of the dental laws, as directed by the State Board of Dental Examiners.

LABORATORY COMPETENCE: Laboratory competence is developed in a laboratory setting on a mannequin, extracted teeth or dental model. With additional experience, beyond graduation, the graduate may develop clinical competence. Legally and ethically the graduate must inform his/her employer that he/she has been trained to provide this dental service to laboratory competence. The supervisor will need to observe directly and supervise the graduate performing this service until he/she develops clinical competence.

All functions allowed by the State of North Carolina for a DAII are taught to clinical competency with the exception of the following:

Functions that are NOT taught to laboratory or clinical competency;

- Placement of Ligature Wire and Lock Pins
- Insertion of Spacer Wires or Springs

Functions which are taught to laboratory competency, but may or may not be evaluated to clinical competency:

- Remove Periodontal Dressings
- Remove Sutures
- Adjust Partials and Dentures
- Flush, Dry and Temporarily Close Root Canal

C. PHYSICAL AND COGNITIVE EXPECTATIONS OF A STUDENT IN DENTAL ASSISTING

The Dental Assisting profession demands cognitive, sensory, affective, and psychomotor performance requirements. So that the Dental Assisting Program complies with the 1990 Americans with Disabilities Act, a qualified individual with a disability, (regardless of the severity of the disability) who meets the necessary eligibility requirements may be selected for admission to the Dental Assisting Program.

Disability Support Services at CFCC provides reasonable accommodations to otherwise qualified students with disabilities, as long as such disabilities, as determined on a case-by-case basis, do not preclude the student from meeting the qualifications considered essential to the program. The essential functions are listed on page 10.

TECHNICAL STANDARDS FOR STUDENTS IN THE DENTAL ASSISTING PROGRAM

According to the nature of the work required in dental assisting practice and the educational requirements of the dental assisting curriculum, the student must be able to meet the following standards.

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 patient, families and colleagues.
Communication abilities sufficient for interaction with others in verbal and written form.	Explain treatment procedures and oral health instruction as well as document treatment procedures and patient responses.
Critical thinking ability sufficient for clinical judgment.	Identify cause and effect relationship in clinical situations. Assimilate knowledge from lecture, laboratory and clinical arenas. Utilize basic mathematic skills.
Physical abilities sufficient to move around rooms in the dental environment, maneuver in small spaces and reach needed equipment.	Move around clinical operatories, dark room, sterilization room and other treatment areas. Position self chairside in close proximity to patient. Administer CPR and BLS procedures. Reach radiographic equipment, which is approximately 5-6' off floor. Transfer patients from wheel chairs to dental chairs and back.
Gross and fine motor abilities sufficient to provide safe and effective assistance to the dentist, patient and co-workers.	Move, calibrate and use equipment and dental materials and supplies including sharp instruments during operative procedures. Use ancillary aids chairside-mannequins, small equipment, etc.
Auditory ability sufficient to monitor and assess health needs.	Detect sounds of instruments and equipment being properly utilized; sound of slow speed handpiece and monitor vital signs. Respond to patient in need.
Visual ability sufficient for physical assessment, performance of dental procedures and maintenance of environmental safety.	Observes patient responses such as skin color and facial expression. Monitors vital signs. Evaluates radiographs for technical quality including density, contrast and distortion. Read records. Notes color changes in dental materials, which indicate reactions occurring.
Tactile ability sufficient for assessment and performance of dental chairside procedures including safe expanded functions.	Perform selective coronal polishing; placement of radiographs and gingival retraction cord; mixing and placing alginate impression material, sealants; and removing excess cement.

Students who feel they need accommodations should contact the staff of the Disability Support Services office in the Union Station Building (Room U-218) on the Downtown Campus or call 910-362-7012 or 910-362-7158.

D. INFECTIOUS DISEASE POLICY

Although there are **no documented cases** of occupational spread of HIV to dental workers, students enrolled in the Dental Assisting Program are 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 for this to occur. The Americans with Disabilities Act forbids discrimination against patients with HIV; therefore, students are 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.

Applicants/students who are HIV/AIDS or HBV (Hepatitis B) positive 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. Standard precautions are defined as: Consideration of all patients as being infected with pathogens and therefore applying the infection control procedures to the care of all patients.

E. LIMITATIONS TO EMPLOYMENT

Students may not be denied the right to apply to the Dental Assisting Program; however, they may have difficulty finding and/or maintaining employment for any of the following reasons:

- A. Physical or emotional health indicating impairment in their ability to provide safe dental care to the public.
- B. Behavior failing to adhere to the standards of a Dental Assistant. Examples of such behavioral failures are as follows:
 - 1. Has given false information or has withheld material information;
 - 2. Has been convicted of or pleaded guilty or nolo contendere (no contest) to any crime which indicates that the individual is unfit or incompetent to practice Dental Assisting or that the individual has deceived or defrauded the public;
 - 3. Uses or has used any drug to a degree which interferes with his/her fitness to practice Dental Assisting;
 - 4. Engages or has engaged in conduct which endangers public health.

RESOURCES/ASSISTANCE

For questions or concerns regarding the selective admission process, please contact a staff member of the Health Science Enrollment Center in Union Station Building (Room U-297) at the Wilmington Campus; healthsciences@cfcc.edu; 910-362-7139.

**CAPE FEAR COMMUNITY COLLEGE
DENTAL ASSISTING PROGRAM
Projected Expenses for fall 2021**

<u>ITEM:</u>	<u>PRICE:</u>
Tuition: In-State (\$1,327.00 per semester x 2 and \$1,023.00 for summer semester) (Includes Fees)	\$ 3,677.00
<i>Tuition: Out-of-State (\$4,446.00 per semester x 2, \$3,327.00 for summer semester)</i> (Includes Fees)	<i>12,219.00</i>
Uniforms (scrubs, lab jackets, shoes)	250.00
Books and Supplies	650.00
Dental Supply Fee	35.00
Student Class Dues (\$10.00 – one time fee) optional	10.00
National Board Exam (The cost of this exam can range from \$300 to \$485 depending on exam type and format)	485.00
Class Pin (can range from \$40 to \$70)	70.00
Physical Exam	100.00
*Hepatitis B Vaccine (For Complete Series of Three Injections)	297.00
CPR Certification	50.00
American Dental Assistants Association Dues	30.00
Professional Liability Insurance	15.00
Drug Screen, Background Check and Immunization Tracker (varies)	90.00
TOTAL IN-STATE	\$ 5,759.00
TOTAL OUT-OF STATE	\$14,301.00

The above prices may be subject to change without notice. They represent **approximate** costs of the total expenses for the Dental Assisting Program.

* This estimate is for students who choose to receive their Hepatitis B vaccine from their private doctor. However, Hepatitis B vaccines are available through the New Hanover County Health Department free of charge for students under the age of 19. They remain free of charge after the age of 19, if the series of three injections was begun while the student was under 19. Otherwise, the cost is \$297.00 for the series.

Revised 7/2019

TUITION & FEES

Payment methods: cash, check, money order, VISA, MasterCard, American Express, Discover, financial aid, payment plan, or third (3rd) party sponsorship. All forms of payment must be received by the Business Office to be officially registered.

Tuition is established by the North Carolina State Legislature and is subject to change without prior notification.

CREDIT HOURS	IN-STATE TUITION	OUT-OF-STATE TUITION	STUDENT ACTIVITY FEES	PARKING & SECURITY FEE	TECHNOLOGY FEES
1	76.00	268.00	35.00	40.00	3.00
2	152.00	536.00	35.00	40.00	6.00
3	228.00	804.00	35.00	40.00	9.00
4	304.00	1072.00	35.00	40.00	9.00
5	380.00	1340.00	35.00	40.00	12.00
6	456.00	1608.00	35.00	40.00	15.00
7	532.00	1876.00	35.00	75.00	18.00
8	608.00	2144.00	35.00	75.00	21.00
9	684.00	2412.00	35.00	75.00	24.00
10	760.00	2680.00	35.00	75.00	27.00
11	836.00	2948.00	35.00	75.00	30.00
12	912.00	3216.00	35.00	75.00	33.00
13	988.00	3484.00	35.00	75.00	36.00
14	1064.00	3752.00	35.00	75.00	42.00
15	1140.00	4020.00	35.00	75.00	45.00
16 OR MORE	1216.00	4288.00	35.00	75.00	36.00

PROFESSIONAL LIABILITY INSURANCE: \$15.00 PER SCHOOL YEAR (HEALTH SCIENCE STUDENTS)

FULL TIME: 12 CREDIT HOURS

3/4 TIME: 9 CREDIT HOURS

1/2 TIME: 6 CREDIT HOURS

Revised 7/2019

Financial Aid

CFCC applies the Department of Education guidelines when awarding financial aid. Financial Aid is calculated based on credit hours or clock hours. The Dental Assisting program uses clock hours to determine eligibility. This means that since the courses do not transfer to the two-year associate degree program, the credit hours have to be converted into clock hours and pell grant funds are paid based on the number of clock hours.

The college has determined that the program is eligible for financial aid, and funds will be dispersed on this conversion. This means that students will receive less funding than the credit hours indicate.

In addition, the Financial Aid office monitors a policy that is based on federal regulations that establishes a maximum time frame for completion of a program of 150 percent of the published length of an educational program. This means that as a student majoring in Pre-Dental Assisting or another Health Science program, the student will need to pay careful attention to the number of hours attempted prior to actual admission into the program of choice. Depending on the number of hours attempted prior to admission into a Health Science program, a student may not be eligible for enough financial aid to complete the program after they have been admitted.

To make sure students understand this policy and plan ahead in order to use their financial benefits in a wise and timely manner, students are encouraged to consult with the staff of the CFCC Financial Aid Office located in the Union Station Building (Room U-138) on the Wilmington Campus or in the McKeithan Center (Room NA-100) on the North Campus.

**CAPE FEAR COMMUNITY COLLEGE
DENTAL ASSISTING PROGRAM
CURRICULUM SEQUENCING AND CREDITS**

FALL SEMESTER I

DEN 100	Basic Orofacial Anatomy	2
DEN 101	Preclinical Procedures	7
DEN 102	Dental Materials	5
DEN 111	Infection/Hazard Control	2
*CIS 111	Basic PC Literacy	
OR		
*CIS110	Introductions to Computers	3

SPRING SEMESTER I

DEN 103	Dental Sciences	2
DEN 104	Dental Health Sciences	3
DEN 105	Practice Management	2
DEN 106	Clinical Practice I	5
DEN 112	Dental Radiography	3
*PSY 118	Interpersonal Psychology	3
OR		
*PSY 150	General Psychology	
OR		
*SOC 240	Social Psychology	

SUMMER SEMESTER I

DEN 107	Clinical Practice II	5
* <i>BIO 168</i>	<i>Anatomy & Physiology I</i> and <i>BIO 169 Anatomy & Physiology II</i>	
OR * <i>BIO 163</i>	<i>Basic Anatomy & Physiology</i>	3
*ENG 102	Applied Communications	3 (or approved course substitution)
OR		
* <i>ENG 111</i>	<i>Writing & Inquiry or Expository Writing</i> and <i>COM 231 Public Speaking</i> Or <i>ENG 114 Prof Research & Report</i>	

Total Credits **47/48**

*May be taken prior to the acceptance to the program; only BIO 163 (or 168 and 169) expire after five years (for 2022: only valid for points and towards graduation if taken Fall 2017 or after). The other General Education classes do not expire. If General Education courses are completed prior to acceptance in the program, this will not reduce the length of the 3 semester diploma.

Note: The program in Dental Assisting at Cape Fear Community College is accredited without reporting requirements by the Commission on Dental Accreditation of the American Dental Association.

“The Commission on Dental Accreditation will review complaints that relate to a program’s compliance with the accreditation standards. The Commission is interested in the sustained quality and continued improvements 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 admission, appointment, promotion or dismissal of faculty, staff or students.”

“A copy of the appropriate accreditation standards and/or the Commission’s policy and procedure for submission of complaints may be obtained by contacting the Commission at 211 East Chicago Avenue, Chicago, IL 60611 or by calling 1-800-621-8099 extension 4653.”

Revised 10/2020

