Thank you for your interest in the Dental Assisting Program offered by KCTCS. This program offers a common core curriculum that leads to a career track in Dental Assisting, but persons who wish to complete additional education can apply for dental hygiene. The closest KCTCS dental hygiene program to Ashland is located at Big Sandy Community and Technical College. This packet contains information that will assist you in completing your program application for Dental Assisting.

Dental Assisting Program Mission

The Dental Assisting Program prepares the student to function effectively as an integral member of the dental health team and to perform chairside assisting and related office and laboratory procedures under the direction and supervision of a dentist.

Dental Assisting Program Goals

The Dental Assisting Program will:
- Prepare graduates to demonstrate professionalism, ethical behavior and life-long learning.
- Promote advancement in teaching and learning.
- Comprehensively prepare competent individuals in the current concepts of fourhanded dental auxiliary utilization.

Dental Assisting Program Information:

The Dental Assisting Program prepares the student to function as a dental assistant under the supervision of a dentist. As a member of the dental health team, the dental assistant is responsible for providing such services as assisting the dentist with operative and surgical procedures, manipulation of dental materials, taking radiographs, providing oral health instructions and performing office management tasks.

Dental Assisting students earn a Diploma in Dental Assisting from Ashland Community and Technical College and will be eligible to take the Dental Assisting National Board (DANB) once they complete 3500 hours of employment as a dental assistant. Graduates are certified in radiation health and safety, coronal polishing and expanded duties (lab competency). The Dental Assisting curriculum includes courses in general education as well as Dental Assisting. The program provides comprehensive educational experiences through lectures, clinical externship rotations, laboratory and related study.
The program involves delivery of instruction to students at the College Drive Campus and affiliate clinical agencies. Students receive an equally well-rounded education in their chosen career track. This is accomplished through the use of:

- Smaller class sizes allow individualized instruction for students.
  - Ashland Community and Technical College accepts up to 12 Dental Assisting students per year.
  - Two (2) students will be placed on an alternate list.
- Instructors are able to provide educational materials to students by way of blackboard and email. Laboratory and clinical components of each course are provided onsite.
- Combined learning experiences for Dental Assisting and dental hygiene in six common core courses. These six courses are identified as being so similar in nature that they are integrated into the program during the specified semester.
  - DAH 101 Infection Control and Medical Emergencies
  - DAH 121 Dental Sciences
  - DAH 135 Oral Radiology
  - DAH 124 Materials in Dentistry
  - DAH 131 Oral Pathology
  - DAH 235 Practice Management

Job outlook and salary information is available on the following website:
http://www.bls.gov/ooh/healthcare/dental-assistants.htm

**Blood Borne Pathogens:**

Students enrolled in the Dental Assisting Program perform exposure prone procedures and are required to wear safety glasses, gloves, facemasks and protective clothing during all laboratory and clinic activities that produce airborne particulate matter or expose students to patients during dental procedures. An exposure prone procedure is one in which there is an increased opportunity for the exchange of blood borne pathogens between the patient and the dental health care provider because of the kind of procedure being performed. Safety policies, procedures and protocols are taught and
followed according to OSHA regulations and CDC standards to provide a safe learning and patient care environment. The program policies on Blood borne Pathogens and Infectious Disease are available to applicants upon request. Upon acceptance to the program, more extensive training in this area occurs. For more information on Blood borne Pathogens visit: http://www.cdc.gov/mmwr/preview/mmwrhtml/rr5217a1.htm

Additional Information:

Prior to enrolling in the first semester of Dental Assisting courses, the student must:

- Have current CPR (Healthcare Provider Level) certification. Providers are:
  - American Heart Association
  - American Red Cross
- Have a current TB test
- Have current immunizations against tetanus, mumps, measles, and polio
- Obtain the Hepatitis B vaccine*
- Other medical requirements

*Those refusing are required to sign a waiver form

Dental Assisting Program Technical Standards:

Health care delivery can be characterized as the application of specific knowledge to the skillful performance of Dental Assisting. Therefore, in order to be considered for admission, all applicants should possess sufficient:

1. Visual acuity: To prepare and administer therapeutic agents and to make observations necessary for patient assessment as in taking vital signs.
2. Auditory perception: To interpret verbal communication from patients and members of the health team and to assess health needs of people through the use of monitoring devices such as the stethoscope.
3. Gross and fine motor coordination: To perform the delicate manual intraoral operations required of dental personnel.
4. Verbal and non-verbal communication skills (speech, reading, and writing): Such as needed in classroom and clinical settings to interact with patients and professional personnel.
5. Intellectual and emotional functions to plan and implement care for individuals.
If you have questions regarding your application or the application process, please do not hesitate to contact:

At the Ashland Community and Technical College/College Drive:

Barbara Hughes-Nelson, RDH  
Dental Assisting Program Coordinator  
606-326-2095  
BNelson0088@KCTCS.edu

Roxanne Neal  
Division Assistant, Health Sciences  
606-326-2086  
Roxanne.Neal@kctcs.edu
# Steps to Completing the Application Packet

<table>
<thead>
<tr>
<th>Step</th>
<th>Procedure</th>
<th>Date</th>
</tr>
</thead>
</table>
| 1.   | Complete an application for admission to KCTCS found online at: [Ashland.kctcs.edu](http://Ashland.kctcs.edu)  
      Academics, Programs of Study, Dental Assisting                                                                                           |      |
| 2.   | Submit an application for admission to the Dental Assisting program (pages 7-8).  
      Please indicate on your application if you would like to be considered for academic bankruptcy for previous college work. You may be eligible if you have completed at least 12 college credit hours with a grade point average of 2.0 or better at a KCTCS college after being out of college for two consecutive years. |      |
| 3.   | Submit verification of attendance at a Pre-Admission Conference.  
      If you are unable to physically attend one of the scheduled pre-admission conferences, please contact one of the Program Coordinators listed below:  
      Barbara Hughes-Nelson, RDH  
      Dental Assisting Program Coordinator  
      At 606-326-2095 or BNelson0088@kctcs.edu  
      Or  
      Roxanne Neal  
      Division Assistant  
      At 606-326-2086 or Roxanne.Neal@KCTCS.edu                                                   |      |
| 4.   | Submit official transcripts for all postsecondary work.  
      Only official transcripts will be accepted in the Admissions Office.                                                                 |      |
| 5.   | Confirm that current ACT, COMPASS, TABE, KYOTE, test scores are on file in the admissions office (Compass scores are valid until March 2020).                                                             |      |
# Application for Dental Assisting Program Admission

**General Directions:** Please complete the following personal data. Illegible applications will not be processed. Applications must be postmarked by **May 5** to be considered.

<table>
<thead>
<tr>
<th>Applicant Name</th>
<th>Last</th>
<th>First</th>
<th>MI</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student ID# (if currently enrolled in classes)</td>
<td>ID#</td>
<td>Date of Birth</td>
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</tr>
<tr>
<td></td>
<td></td>
<td><em><strong><strong>/</strong></strong></em>/_______</td>
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<tr>
<td>Applicant Address</td>
<td>Street</td>
<td>City</td>
<td></td>
</tr>
<tr>
<td></td>
<td>State</td>
<td>Zip Code</td>
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<tr>
<td>Contact Numbers</td>
<td>Home</td>
<td>Cell/Alternate</td>
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<tr>
<td>Email Address (Required)</td>
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</tbody>
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<table>
<thead>
<tr>
<th>List All Colleges/Universities Attended</th>
<th>Name of College</th>
<th>Location</th>
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<tbody>
<tr>
<td>Dates Attended</td>
<td>From <em><strong><strong>/</strong></strong></em> to <em><strong><strong>/</strong></strong></em>__ mm/yy</td>
<td></td>
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<tr>
<td>Degree Awarded</td>
<td>Name of College</td>
<td></td>
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<tr>
<td></td>
<td>Location</td>
<td></td>
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<tr>
<td>Official Transcripts</td>
<td>Have you requested official transcripts from each institution listed above be sent to ACTC?</td>
<td>Yes □ No □</td>
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<tr>
<td>Test Scores</td>
<td>ACT Composite</td>
<td>Compass Scores will be valid until March 2020.</td>
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<tr>
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<td>COMPASS Scores</td>
<td>OR</td>
</tr>
<tr>
<td></td>
<td>Reading (minimum 80): ______ □</td>
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<tr>
<td></td>
<td>Writing  (minimum 64): ______ □</td>
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</tr>
<tr>
<td></td>
<td>Math (minimum 42): ______ □</td>
<td></td>
</tr>
<tr>
<td>Please check to determine if I am eligible for Academic Bankruptcy</td>
<td>□ Yes</td>
<td>□ No</td>
</tr>
</tbody>
</table>

Applicants must submit the following to the Admissions Office by May 5, 2017

1. ACT or COMPASS scores as required by the sponsoring institution
2. KCTCS application for admission to the college
3. Dental Assisting program application
4. Official transcripts of all postsecondary education other than KCTCS institutions
5. Dental office experience form verifying a minimum of 4 hours observation in a dental office.

A pre-admission conference and/or meeting with the coordinator or the coordinator’s designee is required prior to an applicant’s consideration by the Dental Assisting Admissions Committee.
Students admitted into the Dental Assisting career track must have completed BIO 135 (Basic Anatomy and Physiology with Laboratory) or BIO 137 (Human Anatomy & Physiology I), with a grade of “C” or better prior to entering the program.

Documentation of computer literacy as defined by KCTCS is required prior to admission into the Dental Assisting Program.

CPR (BLS for Healthcare providers) requirements must be successfully completed prior to enrolling in the first semester Dental Assisting courses and must be kept current throughout the program.

Preference may be given to:

1. Applicants with an ACT composite score of 19 or above or the equivalent on the COMPASS exam,

2. Applicants who have completed 10 or more credit hours with a cumulative GPA of 3.0 or better in an accredited postsecondary educational institution

3. Applicants who have completed BIO 135 (Basic Anatomy and Physiology with Lab) or (BIO 137 (Human Anatomy and Physiology I) and BIO 139 (Human Anatomy and Physiology II)) with a grade of “C” or better, and/or

4. Kentucky residents and applicants within the college service area.