



# DAYTONA STATE COLLEGE

## Academic Year 2019-2020

To Prospective **Dental Assisting** Students:

Dental Assisting is an exciting career for an individual to pursue. As a member of the dental health team, the dental assistant has the unique opportunity to participate in a challenging and rewarding field of the dental profession. The employment opportunities available to dental assistants are excellent. Dental assistants may choose to pursue a career in general dentistry and specialty offices, public health dentistry, armed forces, industry, sales, or education.

The Dental Assisting Program at Daytona State College is a one-year certificate program and is accredited by the Commission on Dental Accreditation. The goal of the Dental Assisting Program is to prepare students to perform chairside assisting, minor laboratory, and basic office support procedures as well as to practice proper methods of infection control and bio-medical waste management. Upon completion of the program, graduates will earn the Expanded Functions Dental Assistant (E.F.D.A.) credential required by the state of Florida and are eligible to take the Dental Assisting National Board (DANB) Certification Examination.

Students learn the theory and skills that are required to assist the dentist by taking courses in chairside assisting, dental radiology, dental materials, and dental sciences. The Program's curriculum includes instruction in professionalism and effective communication skills when interacting with patients and other dental health care professionals. Students are also taught to perform certain intraoral tasks that enable them to become productive and effective members of the dental health team. As a part of their clinical training, students extern in dental offices during the Spring and Summer A semesters.

The Dental Assisting Program is offered on the Daytona Beach Campus. There are 24 dental assisting students accepted each year and **classes begin in July (Summer Term B)**. Please find enclosed additional information that outlines the Program's curriculum. Check for updates and requirements for admission into the Program on the School of Dental Science's webpage [http://www.daytonastate.edu/dept\\_directory\\_das/index.html](http://www.daytonastate.edu/dept_directory_das/index.html). If you should have any questions, please do not hesitate to contact me at 386-785-2093 or Leslie Fehl, CDA, EFDA, BS Assistant Chair and Manager of the Dental Assisting Program at 386-506-3758. Prospective students may also contact Melissa Brown, Academic Advisor at 386-506-3052.

Thank you for your interest in the Dental Assisting Program at Daytona State College.

Sincerely,

Pamela S. Ridilla, C.R.D.H., CDA, M.S.  
Chair, School of Dental Science

**SCHOOL OF DENTAL SCIENCE  
DENTAL ASSISTING PROGRAM  
FREQUENTLY ASKED QUESTIONS AND SUPPLEMENTAL INFORMATION**

- 1. WHAT ARE THE EMPLOYMENT OPPORTUNITIES FOR DENTAL ASSISTANTS?**  
The employment opportunities for dental assistants in Volusia and Flagler Counties are excellent. There is an increasing demand for dental assistants in both general and specialized areas of dentistry. Job placement for graduates from the Dental Assisting Program is very good.
- 2. WHAT IS THE AVERAGE SALARY THAT ONE CAN EARN UPON GRADUATING FROM THIS PROGRAM?**  
The average salary for an entry-level dental assisting position is approximately \$15.00 to \$18.00 per hour in Volusia and Flagler counties.
- 3. WHAT ARE THE TYPICAL WORKING HOURS FOR THIS PROFESSION?**  
Most dental offices are open Monday through Friday from 8:00 a.m. to 5:00 p.m. In addition, some private practices and dental clinics are open on Saturday and during evening hours.
- 4. IS CERTIFICATION REQUIRED FOR EMPLOYMENT FOR THIS PROFESSION?**  
The State of Florida requires certification for dental assistants to perform certain expanded functions. Students will graduate as an Expanded Functions Dental Assistant (E.F.D.A.). In addition to the certification in expanded functions, the Dental Assisting Program will prepare students to complete the Dental Assisting National Board examination. Although the state of Florida does not require this credential, other states and Florida dental employers may require this credential as a condition of employment. Since state regulations vary, graduates are encouraged to check with the Board of Dentistry in the state in which they may relocate to for that state regulations and certification requirements.
- 5. IS THERE A BOARD EXAMINATION THAT ONE MUST TAKE UPON COMPLETION OF THE PROGRAM?**  
There is a national certification examination that is administered by the Dental Assisting National Board, Inc. Upon successful completion of this examination, the graduate will earn the title "Certified Dental Assistant". This title assures the public that a dental assistant is prepared to assist competently in the provision of patient care activities. Since this is a national examination, every state recognizes this certification for employment. Some states also recognize the passage of some components of the Certified Dental Assisting Board Examination, such as the section on Radiation Health and Safety or the section on Infection Control for licensing and regulatory purposes.

This examination is in a computer-based format. There are no specific examination dates or application deadlines for the examination. This allows the candidate more flexibility in scheduling dates and times. After an application is processed, the candidate will receive a notification letter stating that they may schedule an appointment to take the computerized examination by calling a special toll free number.
- 6. WHEN DOES THE DENTAL ASSISTING PROGRAM BEGIN?**  
The Dental Assisting Program begins in July (Summer Term B) with students taking two online dental assisting courses and SLS 1122 Managing Your Success. The Program is 12 months in length and the courses are offered during the day on the Daytona Beach Campus located in Daytona Beach.

**7. WHAT ARE THE HOURS OF THE DENTAL ASSISTING PROGRAM?**

The hours are from 8:00 a.m. to 5:00 p.m. Monday through Friday. During the Summer Semester Term A (May and June, a six-week clinical session), students extern in clinical facilities throughout Volusia and Flagler counties, which includes general practice settings and specialized areas of dentistry.

**8. WHAT IS THE SEQUENCE OF COURSE OFFERING FOR THE DENTAL ASSISTING PROGRAM?**

The sequence of the Dental Assisting Program's curriculum is outlined on the Program Guide. There are three courses in this Program offered only as online courses: DEA 0000 Introduction to Dental Assisting, DES 0002 Dental Anatomy and Physiology, and DEA 0130 Biomedical Science. The Program Guide is attached to this packet, so please refer to it for the sequence of courses.

**9. HOW MUCH DOES THE PROGRAM COST? ARE THERE ADDITIONAL COSTS SUCH AS BOOKS, LAB FEES, UNIFORMS, AND SUPPLIES?**

The tuition and fees for Florida Residents is \$4,232 and for non-residents the tuition and fees is \$16,420. Additional costs that should be budgeted are approximately \$2,858. The approximate total cost for tuition and fees (**based on FL residents**) and miscellaneous is **\$7,090** as outlined below.

<b><u>APPROXIMATE MISCELLANEOUS COSTS PRIOR TO THE FALL SEMESTER: \$325</u></b> Physical Examination - \$*** (This amount depends upon the applicant's physician) Hepatitis B Vaccination Series - \$200 Tetanus and PPD Immunizations - \$75 BLS (CPR) Certification - \$50
<b><u>SUMMER TERM B: \$1,159</u></b> Tuition and Fees – \$509 Textbook - \$296 Lab Fee - \$44 Typodont Model - \$220 FDLE/FBI Background Check - \$90
<b><u>FALL SEMESTER: \$2,563</u></b> Tuition and Fees - \$1,417 Textbooks - \$590 Lab Fees - \$182 Uniforms and Shoes - \$305 Protective Eyewear - \$15 Name Badge - \$9 ADAA Student Membership - \$45
<b><u>SPRING SEMESTER: \$1,785</u></b> Tuition and Fees - \$1,637 Textbooks - \$80 Lab Fees - \$68
<b><u>SUMMER TERM A: \$1,258</u></b> DEA0851L Tuition and Fees - \$669 Textbook - \$69 Class Pin - \$35 Class Composite Picture - \$35 DANB Certification Exam Fee - \$450

**10. IS THERE A PHYSICAL EXAMINATION AND/OR IMMUNIZATIONS REQUIRED PRIOR TO THE START OF THE PROGRAM?**

Students are required to undergo a physical evaluation, be immunized against tetanus-diphtheria, and to undergo testing for tuberculosis **before** the start of the Dental Assisting Program. They are also encouraged to be immunized against other infectious diseases such as, mumps, measles, and rubella. Students are required to provide documentation of having begun the Hepatitis B Vaccination series by August 1<sup>st</sup>. If a student is medically at risk, they will be required to sign a declination form. The Dental Assisting Program does not discriminate against applicants or students with infectious diseases in accordance with federal and state law and regulations.

**11. ARE THERE ANY OCCUPATIONAL HAZARDS WITH THIS OCCUPATION?**

Dental Assistants are exposed to a number of occupational hazards working in the dental field. Dental assistants could be exposed to: infections such as HIV and Hepatitis, radiation, musculoskeletal problems, dermatitis, respiratory problems, and/or eye injuries.

**12. IS A BACKGROUND SCREENING REQUIRED PRIOR TO THE START OF THIS PROGRAM?**

Students are required to complete a Florida Department of Law Enforcement (FDLE) Level II background screening and drug screening prior to enrolling in the program. The cost of this background check is approximately \$90.00. An instruction sheet will be provided to students, once they have been accepted into the program.

**13. WHAT COURSES CAN ONE TAKE PRIOR TO STARTING THE PROGRAM?**

In order to be eligible to submit an application for the Program, an applicant **must** complete a minimum of **eight (8) observation hours** in a general dentistry facility(s) **before** submitting an application. A suggested list of general dentistry facilities that observation hours may be completed in will be available upon request. These eight observation hours must have been completed within one year of applying to the Program.

There are four general education courses that prospective students who wish to reduce their academic load before entering the Dental Assisting Program may take the following required courses:

- \*OST 1330 Business English or ENC 1101 Introduction to Composition
- \*INP 1390 Human Relations in the Workplace or PSY 1012 General Psychology
- \*SPC 2608 Oral Communication/Research/Presentation Skills
- \*\*SLS 1122 Managing Your Success

***\*Note: Prospective students who are planning to complete a college degree later might want to consider taking ENC 1101 Introduction to Composition instead of OST 1330. Additionally, PSY 1012 General Psychology may be substituted for INP 1390. In order to register for SPC 2608 and INP 1390, students MUST have completed ENC 1101 or OST 1330. Also, students who choose to take PSY 1012 MUST have completed or be enrolled in ENC 1101.***

***\*\*Note: Prospective students who have an Associate of Arts degree or higher are not required to complete SLS 1122. Course substitution will be given at the discretion of the Chairperson.***

Prospective students may wish to enroll in an anatomy and physiology class such as **BSC 0070 (BSC 1080) Basic Anatomy and Physiology for Health Careers** before beginning the Dental Assisting Program, especially if they have not had any previous background in the biological sciences. Since this course is not transferable for college credit, it is recommended that prospective students who are planning to complete a degree later might want to consider enrolling in **BSC 1085C Human Anatomy & Physiology I and Lab**. This is **not** a required course and is recommended only as providing foundation knowledge for course content in the dental science courses that are taught in the Dental Assisting Program. Since some computer skills are necessary for completing this Program, prospective students who do not have any or have minimal computer skills may wish to enroll in an

introductory computer course, such as **CGS 2100 Microcomputer Applications**. In order to prepare for the medical/dental terminology in the Dental Assisting Program, prospective students may wish to enroll in **HSC 1531 Medical Terminology**. Prospective students may wish to take **HUN Human Nutrition** to increase their knowledge of applying sound nutrition principles with good oral health.

**14. IF ONE HAS TAKEN PREVIOUS COURSES, WILL THEY COUNT IN THE PROGRAM?**

Students who have previously taken courses in English Composition, Speech, Science, and Psychology may be considered for transfer credit in these areas. This is done at the discretion of the respective Chairperson for that discipline.

**15. IS THERE A CLINICAL COMPONENT OR EXTERNSHIP TRAINING REQUIRED FOR THE PROGRAM?**

Students will spend two days a week in clinical facilities during the Spring Semester and five days a week during Summer Term A. They will have the opportunity to rotate through general practice offices and specialized areas of dentistry as part of their externship experience. These clinical facilities are located throughout Volusia and Flagler counties. If necessary, the Program Manager may assign students to dental practices in the surrounding counties. Students are required to maintain current Basic Life Support for Healthcare Providers (CPR) certification while rotating through clinical facilities. It is strongly suggested that prospective students complete this CPR requirement **before** beginning the Fall semester (August) in the Dental Assisting Program.

**16. HOW DOES ONE APPLY FOR ADMISSION TO THE DENTAL ASSISTING PROGRAM?**

The Dental Assisting Program admits twenty-four (24) students each year. Applications are accepted throughout the year and should be submitted as soon as the application requirements have been completed. The review of applications will begin by the second week of May for consideration of acceptance into the class that starts in Summer Term B (July). The selection is based on those applicants who have met the program admission requirements. Applicants are strongly encouraged to review the special admission requirements that are outlined in this packet and the Dental Assisting Program Guide.

Applicants are notified by the end of May for acceptance into the class beginning in Summer Term B (July). Applications are to be submitted to **Melissa Brown, Academic Advisor**. Her office is located in **Building 320, Room 549 on the Daytona Beach Campus**. Applicants may also mail their application to Ms. Brown at the following address:

**Daytona State College  
Melissa Brown, Academic Advisor  
College of Health and Public Services  
P.O. Box 2811  
Daytona Beach, FL 32120-2811**

Applicants **may be** required to take the vocational level placement test (**TABE**) at Assessment Services. This is not a pass/fail exam. It measures areas of reading, language, and math skills. Applicants must meet the “**Exit**” level scores in order to qualify for admission to this Program; which is indicated by reading, language, and math skills at a 10<sup>th</sup> grade level or higher. All applicants will be required to take the TABE test, with the exception of the following.

Applicants do not need to take the related areas of the test if the following conditions are met:

- Proof of successful completion of MAT 1033 Intermediate Algebra or ENC 1101 College Composition or their equivalents with a grade of “C” or better; **or**
- Acceptable scores on the SAT, ACT or PERT (CPT) tests (within a 2 year time frame); **or**
- Has an Associate of Arts degree or higher

Applicants who are exempt from any placement testing are:

- Applicants who **started** high school in the 9<sup>th</sup> grade in 2003 or after at a **Florida Public** high school AND **graduated** from a **Florida Public** high school with a standard high school diploma
- Applicants serving as an active duty member of any branch of the U.S. Armed Service military

If you have any questions about your exemption status, please contact an Academic Advisor. More information, along with brochures stating the administration schedule of the TABE, is available in the Admissions, Academic Advising and Assessment Services Offices on each campus.

Prospective students interested in the Dental Assisting Program may contact Leslie Fehl, Assistant Chair and Manager of the Dental Assisting Program at 386-506-3758 or [leslie.fehl@daytonastate.edu](mailto:leslie.fehl@daytonastate.edu).

**17. IS THE SELECTION PROCESS BASED ON A POINTS SYSTEM?**

Yes, since this program is a **Limited Access Program**, students are selected based on the following criteria. The twenty-four (24) applicants with the highest cumulative points are the students accepted into the program. Applicants who have completed the prerequisite requirements and general education courses will be given priority for admission into the Program.

	<b>CRITERIA</b>	<b>POINTS DERIVED FROM</b>	<b>POSSIBLE POINTS</b>
1	Observation Hours	Completion of a minimum of eight (8) observation hours of a dental assistant in a general dentistry facility(s)	<b>Required - no points awarded</b>
2	General Education Courses	A point awarded for each general education course (OST 1330 or ENC 1101, INP 1390 or PSY 1012, SPC 2608, and SLS 1122) that is completed with a "C" or higher	<b>4</b>
3	GPA	Points are awarded for the cumulative grade point average (GPA)	<b>4</b>
4	Other Courses	A point awarded for each course in Computer Science, Medical Terminology, Human Nutrition, and Anatomy & Physiology completed with a "C" or higher	<b>4</b>
		<b>MAXIMUM CUMULATIVE POSSIBLE POINTS</b>	<b>12</b>

**NOTE:** *Prospective students, who are accepted into the Dental Assisting Program, are required to adhere to a dress code as well as to practice proper methods of infection control and disposal of biomedical waste. Applicants wishing to obtain copies of the School of Dental Science's Policies on Bloodborne and Infectious Diseases may contact the School of Dental Science at 386-785-2067.*

# Dental Assisting

## Vocational Credit Certificate - Code 1048

*(Limited Access Program)*

Leslie Fehl, Assistant Chair  
(386) 506-3758 • [leslie.fehl@daytonastate.edu](mailto:leslie.fehl@daytonastate.edu)

Pamela Ridilla, Chairperson  
(386) 785-2093 • [pamela.ridilla@daytonastate.edu](mailto:pamela.ridilla@daytonastate.edu)

**Mission:** The mission of the Dental Assisting Program is the development of professional, ethical, and competent members of the oral health team who provide quality, patient-centered care to diverse population groups in a variety of health care settings. The Dental Assisting Program is committed to excellence in teaching and learning, emphasizing student success.

**Description:** This program teaches students to pass and receive dental instruments; obtain and analyze digital radiographic images; provide oral health care instructions; mix various dental materials; maintain patient records and order supplies; manage recare maintenance systems; prepare instruments for sterilization; and acquire knowledge of infection control practices. Dental assistants are professional members of the dental health team who can perform minor laboratory and basic business office procedures. Upon completion of the program, students earn the Expanded Functions Dental Assistant (E.F.D.A.) credential required by the state of Florida and are eligible to take the Dental Assisting National Board examination to obtain certification as a Certified Dental Assistant (CDA).

**Program Accreditation:** The Dental Assisting Program is accredited by the Commission on Dental Accreditation and has been granted the accreditation status of “approval without reporting requirements”. The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at (312) 440-4653 or at 211 East Chicago Avenue, Chicago, IL 60611-2678. The Commission’s web address is <http://www.ada.org/en/coda>.

**College Accreditation:** Daytona State College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate and bachelor’s degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Daytona State College.

**Outcomes:** Graduates of the program will be able to:

1. Apply the principles of four-handed dentistry during collection of diagnostic data and chairside procedures.
2. Perform a variety of clinical supportive treatments.
3. Demonstrate basic business office procedures.
4. Obtain and analyze diagnostically acceptable digital radiographic images on a variety of patients while executing radiation safety measures.
5. Manage asepsis utilizing infection and hazard control protocols consistent with published professional guidelines.

**Note:** *This program is eligible for federal financial aid and state bright futures.*

### **Approximate Additional Costs**

Program Tuition and Distance Learning Fees - \$4,167\*

Access Fee - \$53 (\$1.10 per credit hour)

Assessment Fee (first semester only) - \$33

Lab Fees (including liability insurance) - \$295

Textbooks - \$1,035

Uniforms and Lab Supplies - \$529

American Dental Assistants Association Student Membership - \$45

Class Pin and Composite Picture - \$70

Dental Assisting National Board Examination – \$450

Health Screening and Immunizations (depends on applicant’s health care provider) - \$275

Basic Life Support Certification - \$50

Florida Department of Law Enforcement/Federal Bureau of Investigation Background Check - \$90

**\*In-state tuition only; out-of-state tuition will be higher**

### **Additional Admission Requirements**

- This is a Limited Access Program. Continuing enrollment approval will be required to enroll in the program specific courses based on a selection process.
- Applicants must have a standard high school diploma (or GED) and be at least 18 years of age to enroll.
- Score on the placement test for vocational certificate programs (TABE) indicating reading, language, and math skills at a 10<sup>th</sup> grade level or higher. Applicants who **started** high school in the 9<sup>th</sup> grade in 2003 or after at a **Florida Public** high school **AND graduated** from a Florida Public high school with a standard high school diploma are exempt from any placement testing. Active duty military applicants are also exempt from any placement testing. Those applicants who have successfully completed college level English and/or Math may be exempt as well. All other applicants will be required to take the TABE test. Contact an Academic Advisor for assistance.
- Completion of a minimum of eight (8) observation hours in a dental facility is **required before** submitting an application for continuing enrollment.
- Cumulative grade point average of 2.0 or better is required to apply for continuing enrollment.
- Recommend taking a course in basic computer skills, medical terminology, human nutrition as well as general biology or anatomy and physiology before entering the program (if these courses were not taken previously in high school).
- Submit completed School of Dental Science application for continuing enrollment to the Academic Advisor in the College of Health and Public Services. Applications are accepted anytime during the year.
- Student selection for continuing enrollment is based on specific admission criteria and a points system. Selection is made once a year. The Program starts annually in July.
- Applicants with higher cumulative GPAs and successful completion of all corequisite courses will be considered more favorably for continuing enrollment.
- Completion of health screening to include: recent physical examination; verification of immunization against tetanus-diphtheria, measles, mumps, rubella and Hepatitis B; and negative PPD test (or chest x-ray if indicated) for tuberculosis is required **prior** to the start of Fall semester courses.
- Basic Life Support (BLS) certification for the Health Care Provider, to include adults, infant, children, and automatic external defibrillator (AED); through the American Heart Association or the American Red Cross is required **prior** to the start of Fall semester courses.
- Admission into the program will be contingent on the satisfactory completion of both a drug screen and background check consisting of a fingerprint check of state and federal criminal history information conducted through the Florida Department of Law Enforcement (FDLE) and Federal Bureau of Investigation (FBI). This must be completed **prior** to the first day of program specific courses (Summer semester – Term B).
- Program general education and dental assisting courses must be completed with a grade of "C" or better.
- OST 1330 Business English is an acceptable prerequisite course for SPC 2608 Oral Communication/Research/Presentation Skills and INP 1390 Human Relations in the Workplace for this program.
- ENC 1101 Introduction to Composition may be substituted for OST 1330 Business English and PSY 1012 General Psychology may be substituted for INP 1390 Human Relations in the Workplace for this program.
- Students will be held accountable for the policy and procedures of the Dental Assisting Program as outlined in the Dental Assisting Student Policy Handbook, as well as the College Student Handbook.



GENERAL EDUCATION COURSE		Sem. Hrs.	SAMPLE PROGRAM OF STUDY		
SPC 2608≠	Oral Communication/ Research/Presentation Skills	3.0	<b>1<sup>st</sup> Semester (Summer Term B – Six Weeks)</b>		<i>Sem. Hrs.</i>
≠ Course requires a pre or corequisite. See course description in the current college catalog.			SLS 1122	Managing Your Success	3.0
PROGRAM SPECIFIC COURSES		Sem. Hrs.			<i>Voc. Crs.</i>
INP 1390	Human Relations in the Workplace	3.0	DEA 0000	Introduction to Dental Assisting	1.0
OST 1330	Business English	3.0	DES 0002	Dental Anatomy and Physiology	1.0
SLS 1122	Managing Your Success	3.0			
		<i>Voc. Crs.</i>	<b>2<sup>nd</sup> Semester (Fall)</b>		<i>Sem. Hrs.</i>
DEA 0000	Introduction to Dental Assisting	1.0	INP 1390	Human Relations in the Workplace	3.0
DEA 0020C	Chairside Assisting I and Lab	3.5	OST 1330	Business English	3.0
DEA 0130	Biomedical Science	2.0			<i>Voc. Crs.</i>
DEA 0801C	Chairside Assisting II and Lab	3.5	DEA 0020C	Chairside Assisting I and Lab	3.5
DEA 0850L	Externship I	8.0	DES 0103C	Dental Materials and Lab Procedures	3.0
DEA 0851L	Externship II	8.0	DES 0205C	Dental Radiology and Lab	3.0
DES 0002	Dental Anatomy and Physiology	1.0	<b>3<sup>rd</sup> Semester (Spring)</b>		<i>Sem. Hrs.</i>
DES 0103C	Dental Materials and Lab Procedures	3.0	SPC 2608	Oral Comm./Research/Presentation Skills	3.0
DES 0205C	Dental Radiology and Lab	3.0			<i>Voc. Crs.</i>
DES 0501	Practice Management	1.0	DEA 0130	Biomedical Science	2.0
DES 0844	Preventive Dentistry and Nutrition	1.0	DEA 0801C	Chairside Assisting II and Lab	3.5
Sem. Hrs.	TOTAL	<b>12</b>	DEA 0850L	Externship I	8.0
Voc. Crs.	TOTAL	<b>35</b>	DES 0501	Practice Management	1.0
Contact Hrs.	TOTAL	<b>1230</b>	DES 0844	Preventive Dentistry and Nutrition	1.0
			<b>4<sup>th</sup> Semester (Summer Term A - Six Weeks)</b>		<i>Voc. Crs.</i>
<i>Note: Sequence of courses may vary. Check catalog course descriptions for requisite requirements.</i>			DEA 0851L	Externship II	8.0
			<b>CC 2019-2020</b>		

**DAYTONA STATE COLLEGE  
SCHOOL OF DENTAL SCIENCE  
DENTAL ASSISTING PROGRAM**

**APPLICATION SUBMISSION CHECKLIST**

- Apply for admission to Daytona State College.
- Request official transcripts from any other educational institutions attended and have them sent directly to:

Daytona State College  
Admissions Office  
1200 W. International Speedway Boulevard  
Daytona Beach, FL 32114
- Take the vocational level placement test (TABE) at the Assessment Services and meet the Exit Scores to qualify for admission. Placement test exemption may apply. Contact an Academic Advisor for assistance.
- Completed a minimum of eight (8) observation hours of a dental assistant in a general dentistry practice.
- Recommended to complete the following program specific courses prior to beginning the dental assisting program:
  - INP 1390 Human Relations in the Workplace
  - OST 1330 Business English
  - SPC 2608 Oral Communications/Research/Presentation Skills
  - SLS 1122 Managing Your Success
- Encouraged to complete the following courses prior to beginning the dental assisting program (not required):
  - BSC 0070 (BSC1080) Basic Anatomy and Physiology for Health Careers **-OR-**
  - BSC 1085C Human Anatomy & Physiology I and Lab
  - CGS 2100 Microcomputer Applications
  - HSC 1531 Medical Terminology
  - HUN 1201 Human Nutrition
- Complete the School of Dental Science **2019-2020** Application and meet with an advisor on the campus nearest you to have your assessment results interpreted and application reviewed and signed.
- Submit the completed application and observation hours form to the Academic Advisor, Melissa Brown in Building 320, Room 549 on the Daytona Beach Campus. Application packets can also be mailed to Melissa Brown.

**The following items are to be submitted with the application:**

- School of Dental Science Application
- Unofficial Copy of Most Recent College Transcripts
- Observation Hours Form



**Dental Assisting and Dental Hygiene Applicants**

*Test scores and/or qualifying coursework must be checked and signed by an Academic Advisor.*

**TABE/PERT/CPT Test scores** are only valid for two (2) years.

**TEAS Test scores** are only valid for three (3) years and must be taken at DSC to be accepted.

***This student has been advised as to the program’s criteria and/or admission process.***

Advisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Dental Assisting and Dental Hygiene Applicants:**

Applications will be accepted **only** on the Daytona Beach Campus. The completed application **must** be submitted to Melissa Brown, Academic Advisor, in Building 320, Room 549. Ms. Brown can be contacted at 386-506-3052 or [melissa.brown@daytonastate.edu](mailto:melissa.brown@daytonastate.edu). Applications require additional application materials to be submitted with the application. ***Incomplete applications will not be accepted.***

**Complete applications may also be mailed to:**

Daytona State College  
Melissa Brown, Academic Advisor  
College of Health and Public Services  
P.O. Box 2811  
Daytona Beach, FL 32120-2811

**Dental Hygiene Applicants Only:** Applications will only be accepted during the month of February.

**I understand that I must meet all general admission requirements of the College. I certify that I have received and read a copy of the current Program Guide for the program to which I am applying. I understand that I must comply with all requirements, including prerequisite courses, prior to being considered for admission to the program. I also understand that my initial acceptance is provisional (contingent upon my background check).**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**AFTER ADMISSION:**

**Prior to the first day of class**, Basic Life Support for the Healthcare Provider certification from the American Heart Association or the American Red Cross, completed physical examination, and immunization forms are to be submitted to the Assistant Chairperson/Program Manager. A Florida Department of Law Enforcement (FDLE)/Level II background screening, finger printing, and drug testing report is also to be received.

*Daytona State College assures equal opportunity in employment and education services to all individuals without regard to race, sex, color, age, religion, disability, national origin, political affiliation or belief, or marital status.*



# DAYTONA STATE COLLEGE

## SCHOOL OF DENTAL SCIENCE DENTAL ASSISTING PROGRAM DOCUMENTATION OF OBSERVATION HOURS

### APPLICANTS:

- Please use a separate form documenting your dental assisting observation hours for each General Dentistry office that you have completed observation hours.
- You must have a minimum of 8 observation hours completed and documented prior to submitting an application to this program.
- These hours must have been completed within one year of applying to the Dental Assisting Program.
- You may make copies of this form.

This is the official form that must be used to document observation hours. There are no substitutions used when accounting for these hours.

APPLICANT'S NAME: \_\_\_\_\_

DENTIST'S NAME: \_\_\_\_\_

OFFICE ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_

STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

OFFICE TELEPHONE NUMBER: \_\_\_\_\_

DATE OF OBSERVATION: \_\_\_\_\_

HOURS OBSERVED: \_\_\_\_\_

(Please indicate number)

I certify that this Dental Assisting Program applicant has observed the dental assistant in my dental office on the date above and for the number of hours indicated above.

\_\_\_\_\_  
DENTIST'S SIGNATURE

\_\_\_\_\_  
DATE