



Dear Dental Assisting Program Applicant:

The faculty members of the Dental Assisting program at Athens Technical College (ATC) are pleased you have expressed interest in pursuing the Certificate of Diploma in Dental Assisting.

Enclosed you will find an application checklist and some general information about the program. What you specifically will need to submit by the March 1st deadline depends upon your student status at ATC (see the "Dental Assisting Program Application Checklist" included in this packet).

All Application Materials must be submitted by March 1st to:

Admissions Coordinator for Dental Assisting
Athens Technical College
800 US Highway 29N
Athens, Ga 30601

The Dental Assisting Program will conduct three (3) virtual information sessions per calendar year. (July, October, December dates to be determined in April of each year) Documented attendance is required by all Dental Assisting program applicants. Applicants must attend one of the virtual information sessions prior to the March 1st deadline of the year that application is being submitted. Attendance to a mandatory information session for a previous year's application does not carry over to the next year's application process.

Official transcripts (must be sent directly to Athens Technical College from the institution at which you earned course credit).

All transcripts from colleges you attended previously must be official and it is your responsibility to request that they be sent to Athens Technical College such that they will arrive well before the application deadline. Once you have been accepted into the college, The Director of Registration and Records will evaluate your transcripts to determine if credit will be granted for previous coursework and will inform you by letter or ATC student email address of the credit awarded for previous college-level study. Applicants transferring from other colleges must have official transcripts sent directly to the ATC Office of Admissions. It is the student's responsibility to confirm transferability of equivalent coursework with the ATC Director of Registration and Records before the March 1st application deadline.

Students who seek financial aid to help fund their college education should contact the Athens Technical College Financial Aid Office at (706) 583-5009 to speak to a financial aid counselor.

If you have any questions, do not hesitate to visit the college website at www.athenstech.edu to learn more about the college, the Dental Assisting program, the admission process, and financial aid. You may also contact the program administrative assistant, Becky McKay bmckay@athenstech.edu, or program chair Jennifer Davis jdavis@athenstech.edu, if you have additional specific questions about the program.

We wish you success in the application process.

Sincerely,

Jennifer Davis, MSAH, RDH, CDA
Program Chair, Dental Programs

Program Instructors:

The Program Chair, Jennifer Davis received her Master's degree in Allied Health from East Tennessee State University. She received her Bachelors of Applied Science in Dental Hygiene from St. Petersburg College, and her Associate of Applied Science in Dental Hygiene from Darton College. Mrs. Davis is a Certified Dental Assistant and a Registered Dental Hygienist. Mrs. Davis has served as the Dental Assisting Coordinator, Dental Assisting Program Chair, and now the Program Chair for Dental Programs at Athens Technical College. She has extensive expertise in all areas of the dental office Mrs. Davis is originally from Cumming GA, and currently resides in Winterville GA with her husband and three children.



Allison Young is an instructor in the Dental Hygiene and Dental Assisting Programs. Mrs. Young earned a Bachelor's of Science from The University of Georgia with a minor in Spanish in 2004. In 2012, Mrs. Young graduated with an Associate of Applied Science in Dental Hygiene from Athens Technical College earning the title of Registered Dental Hygienist. Mrs. Young is also a Certified Dental Assistant and has extensive knowledge in all aspects of dentistry. Prior to becoming a member of the Athens Tech Dental Programs team in 2019, Mrs. Young worked as a Registered Dental Hygienist and gained expertise in the area of patient oral health care. Mrs. Young is passionate about teaching students all aspects of tooth anatomy and firmly believes in Athens Technical College's mission of producing work ready students. Mrs. Young is a wife, mother to three children, and very involved in Cub Scouts. Mrs. Young and her family reside in Barrow County with 2 dogs and 2 hermit crabs.

Application Process:

The Dental Assisting program cannot admit all qualified applicants. Program enrollment is limited to 20 students. Only students meeting the minimum requirements will be presented to the admissions committee. Final selection will be made by the admission committee and the 20 applicants with the highest total score will be admitted to the program. Candidates will be scored using selection points in the following courses, Fundamentals of English (ENGL 1010), Foundations of Mathematics (MATH 1012), Basic Psychology (PSYC 1010), and Foundations of Computer Applications (CISM 2201) (see the "Dental Assisting Program Application Checklist" included in this packet). If a course has been repeated, only the highest attempt will be used to calculate total score.

Length of the Program:

After the pre-application courses have been successfully completed and a student has been accepted into the program, the curriculum can be completed in three consecutive semesters. Most students complete most if not all of the general education courses prior to enrolling in program-specific courses. Program-specific courses are taught in a strict sequence that begins each summer. Graduates of the Dental Assisting program will receive a Dental Assisting Diploma, Radiology/EDDA Certificate TCC and a Coronal Polishing TCC in Dental Assisting.

Academic Rigor:

The Dental Assisting program is a rigorous, full-time program that requires commitment and hard work.

General Program Information:

The program combines general liberal arts courses with science and technical courses to prepare students to be employed as Dental Assistants in a variety of settings. During the duration of the program, didactic and laboratory instructions are used to form a foundation upon which students can rely during the clinical practicum experience phase of the program.

Hands-On and Clinical Experience:

In the ATC Dental Assisting Program, initial training often utilizes models and alternative learning methods to allow students the opportunity to become proficient in technical skills prior to performing those skills in the clinical setting. The program schedules learning laboratories in which students can fine-tune their skills.

Clinical education plays a very significant role in your development as a professional Dental Assistant. Attendance in clinic/lab is not optional. This means that you will need to plan carefully to avoid clinical absences. Your clinical rotations will occur at the rotational sites.

Some questions you should ask yourself include:

- Do I have dependable transportation?
- Do I have enough money to cover my gas expense to get to and from clinical?
- Will my employer be flexible with my clinical education schedule?
- How reliable is your support structure outside of school?
- What alternatives do you have for unexpected personal schedule changes?
- There may be times when you will miss a clinical rotation because of illness, but if you miss too much time you may be required to make that time up, repeat the course, or you may be released from the program.

Student Health:

After admission to the Dental Assisting Program, the following are required by our on-campus clinic and the rotation clinical sites and copies of immunization records must show:

- **Measles, Mumps and Rubella (MMR):** Series of 2 vaccines requires or must have a positive antibody titer to demonstrate immunity.
- **TB:** Quantiferon Gold Blood Test.
- **Hepatitis B:** Requires a series of 3 vaccines, with a subsequent titer to document immunity and signed Declination form if titer shows negative immunity.
- **Varicella (Chicken Pox):** Positive varicella antibody titer of 2 doses of vaccine required, we can no longer accept documented history of chicken pox.
- **Tdap** (Tetanus, Diphtheria, and Pertussis): Required to be within the last 8 Years.

Also Required (After Acceptance):

- **Current Health and History Exam:** This exam should be administered by a qualified health care professional and reflect the student's competence in all areas of our Technical Performance standards (Located in the Dental Assisting Program Student Handbook).
- Background check and Drug screen through Advantage Students.
- Current Healthcare Provider CPR certification from the American Heart Association/Red Cross (BLS Provider). All accepted students will attend a CPR class during Mandatory Orientation during July before Fall semester begins.
- Malpractice insurance coverage (paid for in tuition/fees).



DENTAL ASSISTING

Diploma Course Sequence (50 Semester Hours)

Prerequisite/general core education classes required are: ENGL 1010 Fundamentals of English (3 credit hours); PSYC 1010 Basic Psychology (3 credit hours); MATH 1012 Foundations of Mathematics (3 credit hours). CISM 2201 (3); Total Prerequisite Core education semester hours = 12.

It is highly recommended that the prerequisite core/general education core courses be completed prior to entering the program.

Year 1					
Summer	Hr	Fall	Hr	Spring	Hr
DENA 1010: Basic Human Biology	1	DENA 1030: Preventive Dentistry	1	DENA 1070: Oral Pathology & Pharmacology	2
DENA 1050: Microbiology & Infection Control	3	DENA 1350: Dental Assisting II	7	DENA 1400: Dental Practice Management	2
DENA 1080: Dental Anatomy	4	DENA 1390: Dental Radiology	4	DENA 1480: Dental Practicum III	5
DENA 1340: Dental Assisting 1	6	DENA 1460: Dental Practicum I	1	DENA 1090: Dental Assisting National Board Examination Preparation	1
		DENA 1470: Dental Practicum II	1		
Totals	14		14		10

** All courses subject to change. Please refer the current ATC College Catalog for any updates/changes.



Dental Assisting Program Application Checklist

All Applicants – submit all items in the following list plus Option A, B or C depending upon your status:

- _____ Verification of Lawful Presence in the United States and applicant age (submit a photocopy of your passport, driver's license or state-issued photo identification card);
- _____ **Dental Assisting Program Intent Form** - this form is to be submitted electronically at www.athenstech.edu.
- _____ Documented attendance at one **REQUIRED** Dental Hygiene program mandatory information session. Times and dates are available online at www.athenstech.edu – select *Future Students*, and then *Health Information Sessions*. (Dates and times for the information sessions are set in April)
- _____ Documentation of completion of Fundamentals Of English (ENGL 1010), Foundations Of Mathematics (MATH 1012), Basic Psychology (PSYC 1010), and CISM 2201 with final course grades of C or better;
- _____ Applicants transferring from other colleges must have official transcripts sent directly to the ATC Office of Admissions. It is the student's responsibility to confirm transferability of equivalent coursework with the ATC Director of Registration and Records *before the March 1st* application deadline.
 - Applicants currently/previously enrolled at ATC should submit copies of their on-line academic transcript.

Option A - New students (not currently or previously enrolled at Athens Technical College):

- _____ Completed and signed Application for Admission to Athens Technical College (available on-line at www.athenstech.edu - Select *Prospective Students*, then *Admissions Process*) and the required application fee;
 - Indicate "Dental Hygiene" on the application form as your intended program of study.
- _____ Official transcripts from every college attended previously (if applicable) **OR** Official transcripts from the high school from which the applicant graduated (or GED documentation) if no prior college-level coursework has been completed. (College and University Transcript Request forms are available online at www.athenstech.edu – Select *Prospective Students*, then *Admissions Process*).

Option B - Currently enrolled ATC students:

- _____ Completed and signed Program Change Form (available on-line at www.athenstech.edu - Select *Prospective Students*, then *Admissions Process*) indicating "Dental Assisting" as your intended program of study.

Option C - Former Students (not enrolled at ATC within the last two consecutive semesters of application):

- _____ Completed and signed Readmission Request Form (available on-line at www.athenstech.edu - Select *Prospective Students*, then *Admissions Process*) indicating "Dental Hygiene" as your intended program of study;
- _____ Placement Test Results (required if your scores on file at Athens Technical College are more than FIVE years old unless you have completed both MATH 1012 and ENGL 1010).

Dental Assisting Program Estimated Additional Expenses

Many expenses will be incurred in addition to class tuition and fees. While we have tried to be as thorough as possible, expenses may vary from the estimates listed.

Semester 1		
	Books	\$200.00
	Notebooks and other supplies	\$50.00
	Uniforms and shoes	\$300.00
	Criminal Background Check & Drug Testing	\$90.00
	Physical Exam	\$100.00
	Immunizations, TB test, Hepatitis B Vaccine, & Lab work	\$300.00
	Dental Exam	\$345.00
	CPR	\$45.00
	Malpractice Insurance	\$11.00
	SCADAA	\$45.00
	DANB Exam (ICE)	\$270.00
Semester 2		
	Books	\$200.00
	Notebooks and other supplies	\$50.00
	Dosimeter (Film badge)	\$25.00
	Miscellaneous (class projects)	\$50.00
	DANB Exam (Radiology)	\$270.00
Semester 3		
	Books	\$200.00
	Notebooks and other supplies	\$50.00
	Dosimeter	\$25.00
	Miscellaneous (class projects)	\$50.00
	DANB Exam (General Chairside)	\$270.00
Total		\$2946.00

Athens Technical College

Dental Assisting Core GPA Evaluation Form

Name: _____ ID: _____ Core GPA: _____

Core Course GPA Policies:

- The highest graded attempt of each required core course is used to calculate core course GPA
- All prerequisite courses must meet program eligibility standards
- Any upper level courses will be accepted for ENG 1010 (ENG 1111), MATH 1012 (MATH 1111), PSYC 1010 (PSYC 1101), and DENA 1010 (Both BIOL 2113 + Lab and BIO 2214 + Lab, OR ALHS 1011)

GPA in core courses:

GRADES	CREDITS		
ENG 1010	3	X	_____ = _____
MATH 1012	3	X	_____ = _____
PSYC 1010	3	X	_____ = _____
CISM 2201	3	X	_____ = _____
GPA Total = _____			

GPA Points: _____ Total Awarded Points: _____

GPA	Points
4.0-3.70	35
3.69-3.40	33
3.39-3.10	31
3.09-2.80	29
2.79-2.50	27
2.49-2.20	23
2.19-2.00	19

Reviewer: _____ Date: _____

Tie Breakers:

1. Overall GPA
2. Grade in MATH 1012
3. Grade in ENG 1010
4. Grade in PSYC 1010