Please check the website at www.mccneb.edu/healthcareers for additional information
DENTAL ASSISTING AS A PROFESSION

A dental assistant takes on significant responsibility as a member of the dental health care team. Assistants greatly increase the efficiency of the dentist in the delivery of quality oral health care and are valuable members of the dental care team. If you have strong communication skills, enjoy working with your hands as well as your mind and want a career with responsibility, dental assisting is for you.

The duties of a dental assistant are among the most comprehensive and varied in the dental office. Some specific tasks dental assistants may perform include: assisting the dentist during a variety of treatment procedures; taking and developing dental radiographs (x-rays); coronal polish, asking about the patient's medical history and taking blood pressure and pulse; serving as an infection control officer, developing infection control protocol and preparing and sterilizing instruments and equipment; helping patients feel comfortable before, during and after dental treatment; providing patients with instructions for oral care following surgery or other dental treatment procedures, such as the placement of a restoration (filling); teaching patients appropriate oral hygiene strategies to maintain oral health; (e.g., toothbrushing, flossing and nutritional counseling); taking impressions of patients' teeth for study casts (models of teeth); performing office management tasks that often require the use of a personal computer; communicating with patients and suppliers (e.g., scheduling appointments, answering the telephone, billing and ordering supplies); and assisting with and helping to provide direct patient care in all dental specialties, including orthodontics, pediatric dentistry, periodontics and oral surgery.
The Metropolitan Community College Dental Assisting Program was the 1st Dental Assisting Program in Nebraska, and was established by the local dental community.

- The Dental Assisting curriculum is accredited by the Commission on Dental Accreditation for the American Dental Association.

- Graduates are X-Ray and Coronal Polish Certified for the State of Nebraska.

- Graduates are eligible to take the Dental Assisting National Board exam to become a Certified Dental Assistant.

- All Dental Assisting classes are conducted on the South Omaha Campus except for the clinical experiences.

- Length of the Program - Full time - 1 year (four quarters) program.

- The Dental Assisting Program offers an affordable education, with tuition, fees and books costing around $7,850.00

Information on the HazCom, Radiation and Bloodborne Pathogen policies are available upon request.
HOW TO GET STARTED

Following is a guide and checklist for students desiring to apply for admission to the Dental Assisting Program at Metropolitan Community College.

1. Meet with a college counselor or advisor in the Student Services Center at the campus location of your choice to discuss general requirements for taking general studies at Metro. For information, specific program requirements, and questions pertaining to the field of Dental Assisting, contact Kristine Vacha LDA,CDA at 531-622-4676 or email her at kavacha@mccneb.edu.

2. Make arrangements with the college advisor or counselor to complete the required college ACCUPLACER/Asset Basic Skills Assessment/ACT/SAT to demonstrate that you are at College level in reading, writing, and math. Obtain assistance with initial general study course selection and registration from the advisor or counselor. If developmental courses are indicated by the Assessment Test, you must complete these courses first before taking the PSB exam. If you have already taken the ACCUPLACER/Asset Basic Skills Assessment/ACT/SAT within the last four (4) years and are at college level, you do not need to retake the Assessment Test again.

   NOTE: If completion of the applicant’s college level English and math requirements are older than five (5) years from the application deadline date, the applicant has two (2) options: (1) retake the course(s) or (2) take the ACCUPLACER testing at the required math and/or English level and, if successful, use the original course grade(s) for the application. ENGL 1225 (1210) will still need to be taken as part of the program requirements.

3. It is recommended that you complete the Math and Psychology courses prior to your formal acceptance into the Dental Assisting Program as they will give you additional points towards being accepted into the Dental Assisting program.

4. Complete the Program Admission form found on pages 15 through 21 and return it to the following address:

   Dental Assisting Program
   Metropolitan Community College
   P.O. Box 3777
   Omaha, NE 68103-0777

   NOTE: To be considered for admission to the Fall class your application must be received by June 1, 2020. Late applications may be considered for admission of qualified candidates if seats are available.

5. Submit a copy of High School Diploma or GED to the following address:

   Dental Assisting Program
   Metropolitan Community College
   P.O. Box 3777
   Omaha, NE 68103-0777
6. Completion of the PSB-Health Occupations Exam. Due to the limit of 3 times a student may sit for the PSB entrance exam, it is strongly recommended that you meet with the Program Director of Dental Assisting, Kristine Vacha LDA, CDA, to determine readiness and potential success on the exam. Instructions for taking this exam can be found under the heading of “Pre-Entrance Exam” in this booklet. Do not take this exam if you have not taken the ACCUPLACER/ACT/SAT and/or you are not ready to take College level courses. You may only take the PSB Exam 3 times in one year (June-May).

7. Submit official transcripts for all post-secondary schools, excluding Metropolitan Community College, you have previously attended. Official transcripts are to be sent to:

   Dental Assisting Program  
   Metropolitan Community College  
   P.O. Box 3777  
   Omaha, NE  68103-0777

NOTE: To be official, transcripts must be mailed directly from the granting institution to the Dental Assisting Program at Metropolitan Community College. Metropolitan Community College cannot initiate the transfer of your credits. You must contact the colleges or universities personally.
**Dental Assisting (DENT) Selection Criteria**

To be considered for admission to the Fall class your Application must be received by **July 1, 2019**. Late applications may be considered for admission of qualified candidates if seats are available. Before the final acceptance of a student, the student must submit to and pass a background check, drug test and meet definite technical standards for the profession and for clinical performance.

**SELECTION CRITERIA BASED ON THE FOLLOWING FACTORS**

- All minimum criteria met
  - Completion of the Application form
  - Copy of high school diploma or GED
  - Technical Standards Performance
  - Completion of College’s ACCUPLACER/ACT/SAT. Must be at College level in reading, writing, and math.

  **NOTE:** If completion of the applicant’s college level English and math requirements are older than five (5) years from the application deadline date, the applicant has two (2) options: (1) retake the course(s) or (2) take the ACCUPLACER testing at the required math and/or English level and, if successful, use the original course grade(s) for the application. ENGL 1225 (1210) will still need to be taken as part of the program requirements.

- PSB exam – Meet the percentiles and final score for points. See below complete requirements for passing the PSB.
- Must have a total of 14.5 or more points (Points may include completion of MATH and PSYC)

- **Coursework**
  One (1) point will be granted for each of the following courses completed with a grade of C or higher:
  - MATH 1220, 1240, 1315 or higher-level
  - PSYC 1000 or 1010

  ❧ Two (2) additional points will be added if both of the above course requirements are completed as of the application deadline date.

- **PSB Test Score (May be taken only 3 times in one year.)**
  The applicant’s PSB score must meet the following:
  - Obtain at least a 40 percentile for Reading Comprehension
  - Obtain at least a 20 percentile for Spelling and Arithmetic
  - Obtain at least a 15 percentile for Verbal, Nonverbal, Academic Aptitude, and Natural Sciences
  - Points are obtained by averaging the first 7 percentile numbers; convert it to a scale of 10; multiply by 2 to get the points for the PSB test. (Example: add the 7 numbers together 623 and divide by 7 = 89, convert to 10 to get 8.9, multiply by 2 to get 17.8 points.)

Applicants are provisionally admitted in order of the highest points earned. Any applicant that has less than 14.5 points from the PSB and coursework will not be accepted into the Dental Assisting Program. All provisionally accepted applicants must pass a background check and drug test before final acceptance into the Dental Assisting Program.
**PRE-ENTRANCE EXAM**

All students applying for admission to the Dental Assisting Program are required to complete the PSB-Health Occupations Exam. The student’s score on this exam is used for admission purposes. The test is approximately a 2 ½ to 3 hour online exam that measures how well you think and learn, how well you can spell, your ability to understand what you read, and your knowledge of natural sciences.

The cost of the exam is $25. Students need to stop at the cashier’s window first to pay the $25 before going to the Testing Center. A photo ID will be required to take the examination. You must arrive at the Testing Center prior to the scheduled time. Students may also visit the following website to attain more information regarding the exam: [www.psbtests.com](http://www.psbtests.com)

Students must contact the Testing Center at one of the Metropolitan Community College campuses to schedule an individual time to take the exam. The telephone numbers of the Testing Centers are:

South Omaha Campus……………531-622-4613  
Fort Omaha Campus……………531-622-1278  
Elkhorn Valley Campus…………531-622-1278  
Sarpy Center……………………531-622-3803

**Important Information**

Upon receiving provisional acceptance to the Dental Assisting Program, the college is required to obtain reports of background and criminal record investigations. This will be done before the beginning of Fall quarter. All clinical facilities require completed criminal background checks prior to beginning a clinical practicum at their site.

All students receiving provisional acceptance to the Dental Assisting Program will be required to submit to a ten panel drug screening. This drug screening will be done within the first 2 weeks of the first quarter.

All students must pass both the background and drug screening before they will be officially accepted into the Dental Assisting Program.

By the end of the 4th week of the first quarter the student must complete a Student Medical Record form, which includes a physical examination record, documentation of required immunizations, and dental examination. Details will be provided upon acceptance to the program.

Students admitted to the Health Career Programs are required to have student liability insurance for clinical experiences. It is included in the tuition and fees statement for the Spring quarter.

**HEALTH EXAMINATIONS AND IMMUNIZATIONS**

Once students have started the program, they will be required to have a physical examination including documentation of all current immunizations, to include all communicable diseases (measles, mumps, rubella, chicken pox, tuberculosis, etc...) and tetanus. The Hepatitis B vaccine is required. (If you have completed the series previously, an antibody titer test will be needed. If you have not had the series, you will need to start the first injection - by the end of the 4th week of the first quarter.)

A dental examination by your dentist is required once the student has started the program.

At all times including before and during the program, the costs of required exams or treatment are the student’s responsibility. Students are not eligible for Workman’s Compensation.
APPLICATION FOR ADMISSION
DENTAL ASSISTING PROGRAM
METROPOLITAN COMMUNITY COLLEGE
OMAHA, NEBRASKA

PERSONAL (all applicants; please print or type)

Full legal name:_____________________________________________________________________
   (last)   (first)   (full middle)   (maiden name)

Social security number or MCC student ID#______________________________________________

Home address ________________________________________________
   (street)   (city)   (state)   (zip code)

Email address ________________________________________________________________

Telephone ________________________________________________________________
   (home)   (work)   (cell)

Gender:   ____ male   ____ female

Birth date __________________________
   (month)   (day)   (year)

Marital status:   ____ single   ____ married   ____ widowed   ____ divorced

U.S. citizen:   _____ yes   _____ no

If not, type of visa:   _____ student   _____ permanent   _____ other

Have you previously enrolled at Metropolitan Community College?   ____ yes   ____ no

Dates: _______

When do you wish to enter? Fall year _______

Do you have a _______ high school diploma or _______ GED year received _______

Name of granting institution ____________________________________________________________

Address of granting institution _________________________________________________________
   (street)   (city)   (state)   (zip code)

Colleges previously attended

(In order to complete the application process, all college/universities you have attended must send an official transcript to the address on the bottom of page 2, except for courses completed at Metropolitan Community College.)

<table>
<thead>
<tr>
<th>College</th>
<th>Address</th>
<th>Dates attended</th>
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<tbody>
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<td>1.</td>
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<td>2.</td>
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<td>3.</td>
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</tbody>
</table>
Employer name ________________________________________________________________
Employer address ____________________________________________________________
Employer phone number ________________________________________________________

Do you have experience (paid or voluntary) in the healthcare field?  _____ yes   _____ no
If ‘yes’, please give a brief description of your experience(s) __________________________

Furnishing the following information is not a requirement for admission and will not be used in
admissions discussions. The data will be used for statistical purposes only.

_____ African-American/Black
_____ Asian or Pacific Islander
_____ Caucasian/white
_____ Hispanic
_____ Native American or Native Alaskan

I certify that to the best of my knowledge, the information furnished in this application is true and
complete. I agree that if such information or any other information upon which my admission is based is
not true or complete, the College may rescind my acceptance. I further agree that I will abide by the
rules and regulations of the College including but not limited to those rules contained in the current
College catalog.
I acknowledge that all official transcripts that I forward to the College become the property of the
College and will not be forwarded to another institution or returned to me.

Applicant’s signature __________________________ Date ________________

Metropolitan Community College does not discriminate on the basis of race, color, national origin, religion, sex, marital status, age, disability or sexual orientation in admission or access to its programs and activities, or in its treatment or hiring of employees. The College complies with Title VI of the Civil Rights Act of 1964, the Civil Rights Act of 1990, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990 and the Age Discrimination Act of 1975, related Executive Orders 11246 and 11375 and all civil rights laws of the State of Nebraska and the City of Omaha.

Contacts:
Concerning Title VI (race), Title IX (gender equity), Section 504 (disability), and Americans with Disabilities Act/Program and Services Accessibility and Age (age) contact:
   Director of Human Resources:  531-622-2415 (employees)
   Vice President of Campuses and Student Affairs:  531-622-2415 (students)
   Director of Facilities:  531-622-2415 (accessibility)

Concerning hiring and employment related complaints of discrimination or harassment based on race, color, national origin, religion, sex, marital status, age disability or sexual orientation, retaliation or affirmative action and diversity issues contact:
   Director of Human Resources:  531-622-2415 (employees)
   Vice President of Campuses and Student Affairs:  531-622-2415
   The address for the above individuals:
   Metropolitan Community College
   30th and Fort Street
   P.O. Box 3777
   Omaha, NE  68103-0777

COMPLETED APPLICATIONS AND OFFICIAL COLLEGE TRANSCRIPTS
MUST BE RETURNED TO THE FOLLOWING ADDRESS BY THE
APPROPRIATE DEADLINE DATE:  DENTAL ASSISTING PROGRAM
Metropolitan Community College
P.O. Box 3777
Omaha, Nebraska  68103-0777
As a student of the Dental Assisting Program at Metropolitan Community College, there are certain technical standards for the profession and for clinical performance that must be met. The purpose of this agreement is to make sure that the student is able to do the technical standards listed below. If the student is unable to do one or more of the technical standards, the student will not be admitted into the Dental Assisting Program. Should during the completion of the program a student becomes unable to do one or more of the technical standards, the student will be dismissed from the Dental Assisting Program.

By reading and signing this Agreement, the student verifies that they are able to perform all of the technical standards listed below:

The following are specific requirements of all students:

1. Ability to stand, sit, walk, push and squat.
2. Ability to lift and/or carry 25 pounds.
3. Ability to reach in forward, lateral and overhead motions.
4. Ability to climb stairs.
5. Ability to distinguish distance, colors, objects, and persons.
6. Demonstrate depth perception.
7. Ability to hear conversations, monitor equipment, perform auscultation, use telephone and distinguish background noise.
8. Ability to distinguish sharp/dull and hot/cold.
9. Perform fine and gross motor skills with both hands.
10. Ability to think clearly and calmly in stressful situations.
11. Ability to communicate effectively, both verbally and in writing, using an appropriate grammar, spelling and vocabulary.
12. Ability to work cooperatively with others.

I acknowledge that I am able to do all of the technical standards listed above. I understand and agree that if I am not able to do one or more of the technical standards I will not be admitted into the Dental Assisting Program. Or if unable to do one or more of the technical standards once in the program, I understand and agree that I will be dismissed from the Dental Assisting Program.

Printed Name: ______________________________ Date: _______________________

Signature: _____________________________________________

Please return completed form to: DENTAL ASSISTING PROGRAM
Metropolitan Community College
P.O. Box 3777
Omaha, Nebraska 68103-0777