



700 Logan College Road
Carterville, Illinois 62918

DENTAL ASSISTING PROGRAM

This packet contains information for the full-time program beginning August 2012.

Dear Prospective Student:

Thank you for your interest in the Dental Assisting (DNA) Program at John A. Logan College (JALC). Graduates of this program earn a Certificate of Achievement in Dental Assisting.

The College has an open admission policy; however, there are some programs which have additional entrance requirements. Attached you will find an information packet about the DNA program at JALC, an application for the DNA program and an application for the pre-entrance examination. **You must contact the Admissions Office to obtain information about general admission to John A. Logan College.**

The **applicant must:**

1. achieve a competitive level score on the pre-entrance examination: **PSB – Health Occupations Aptitude Examination (HOAE)**,
2. submit all required documents listed in this packet under **Admission Requirements** to the designated office by **March 30, 2012** and
3. complete all necessary general entrance requirements for the College, as determined by the Admissions Office.

The career that you are considering is truly exciting! The Dental Assisting Program prepares students to become highly competent individuals possessing the skills and knowledge necessary for performing the many tasks required to provide quality dental care. 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 skills.

Further information is included in this packet and available on our website at www.jalc.edu/admissions/assessment/hcpa.php. We encourage you to thoroughly review the packet and website prior to applying to the program. Best wishes in your educational endeavors.

Best Regards,

Tom Cardwell
Director of Assessment

Valerie Barko
Associate Dean for Health & Public Service

Changes Effective 09/30/11

DIRECT EXTENSION ACCESS: (618) 985-2828 or 457-7676
OPERATOR: (618) 985-3741, 549-7335, 542-8612, 937-3438, TTY: 985-2752
WEB SITE: <http://www.jalc.edu>

PROFESSION

The Dental Assisting Program prepares students to become highly competent individuals possessing the skills and knowledge necessary for performing the many tasks required to provide quality dental care. 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 skills. Classroom theory, laboratory practice and clinical training on campus and in the dental office are included in this certificate program.

PROGRAM OBJECTIVES

Graduates will be eligible to sit for the Dental Assisting National Board Exam and successful candidates may use the title of Certified Dental Assistant – CDA (DANB).

ADMISSION REQUIREMENTS

The following admission procedures shall be followed by all prospective applicants seeking admission to the JALC DNA program. Failure to comply with the deadline dates designated by JALC will automatically terminate the application for the program.

These admission procedures are in accordance with Illinois law. The law requires that programs not having sufficient space and resources to accommodate all applicants will accept those applicants best qualified, using ranking, ability and achievement test scores as guides, with preference given equally to students residing in the district or in a joint agreement district.

The JALC DNA program admission process does not discriminate on the basis of race, creed, color, national origin, gender, age, or the presence of a non-job-related condition or disability.

To be considered for admission in the full-time program beginning Fall 2012, an applicant must meet these criteria and submit the following credentials to the designated office by March 30, 2012:

1. Submit a properly completed application for general admission and return it to the **Admissions Office** by **March 30, 2012**, if **not** currently enrolled in courses at JALC.

When completing an application for general admission the applicant must indicate that they are seeking a JALC degree. Also, indicate the area of study as an Associate of General Studies (**AGS**) with the PSC Code: **1.2**, and the CIP Code: **240102D**.

2. COMPASS **or** ASSET placement exams are required by JALC in reading, writing and math. Contact the Assessment Office at (618) 985-2828 Ext. 8518 to register for a placement exam. If COMPASS or ASSET placement exams were completed at another institution, submit the current exam scores to the **Assessment Office** by **March 30, 2012**. Placement exam scores will only be accepted if taken within the past three years.

Regardless of the COMPASS **or** ASSET placement or any test score taken for general college admission, and any resultant remedial courses required, all applicants desiring to apply for the DNA program will be allowed to take the DNA pre-entrance exam. However, if an applicant scores low on any general admission placement test, counselors may advise against continuing the DNA application process.

3. Complete and return the attached Dental Assisting Program application to the **Assessment Office** when you register for the first test, or by **March 30, 2012**.
4. Complete and return the attached Dental Assisting pre-entrance exam application to the **Assessment Office** when you register for the first test, or by **March 1, 2012**.

If an applicant tested the previous academic year and chooses not to retest in the current academic year, they must submit a written request along with the program application in order for the previous test score to be considered. In this instance, no entrance exam application is necessary.

5. Request **all transcripts** be sent to the **Admissions Office** by **March 30, 2012**. A high school transcript **or** proof of GED with passing scores is required of applicants who have not completed a full semester at an accredited college or university. If the applicant has completed a full semester or more of accepted course work at a college or university, other than JALC, then evaluated college transcripts are required, not high school transcripts. Transcripts **must** show when the course was taken and the grade received. **Official college transcripts must be received and evaluated in JALC Admissions Office by March 30, 2012.** The Assessment Office has access to courses taken at JALC, therefore, a JALC transcript does not need to be submitted.

6. **All applicants must submit proof of current residency to the Assessment Office by March 30, 2012.** The following forms may serve as acceptable proof of residency to be **RANKED** as an in-district applicant:
 - a valid driver's license with an in-district address
 - a valid state identification card with an in-district address
 - a valid voter's registration card that indicates JALC College District
 - a current real estate tax bill that indicates property is owned within the JALC College District
 - a joint agreement approved by JALC's V.P. for Instruction

In-district and joint agreement applicants will be placed in the ranking before applicants out-of-district, if one of the above forms of acceptable proof is received in the Assessment Office by March 30, 2012. If one of the above forms of acceptable proof is not received in the Assessment Office by March 30, 2012, the applicant will be placed in the ranking after in-district and joint agreement applicants that submitted acceptable proof.

Although the following forms may serve as proof to receive the in-district tuition status for an approved course or curriculum, these forms **DO NOT** qualify as acceptable proof of residency to be **RANKED** as an in-district applicant, therefore, the applicant will be placed in the ranking after in-district and joint agreement applicants:

- an employer letter that indicates employment in JALC College District
- a notarized letter that indicates residence in JALC College District
- a chargeback approved by JALC's V.P. for Instruction

Verification must show the applicants name with their current address. Acceptance letters will only be sent to in-district addresses for in-district students with the exception of joint agreement applicants. Post Office boxes are not accepted as proof of residency. New driver's licenses now show both P.O. Box and street address.

Out-of District Applicants Attending Through Joint Agreement

Out-of-district applicants enrolling in the **Dental Assisting Program** at John A. Logan College through a joint agreement with **[Illinois Eastern Community Colleges, Rend Lake College, Shawnee College, Southeastern Illinois College or Southwestern Illinois College]** will attend on the same basis as in-district applicants including paying tuition, fees and any other charges applicable to in-district applicants. However, applicants attending under a joint agreement must agree to register for only those courses that are part of the declared joint agreement program. Any prerequisite course work or course outside of the joint agreement program must be completed at the applicant's home institution or the applicant will pay out-of-district rates at John A. Logan College. Joint agreement applicants will be responsible for withdrawing from courses that are not part of their declared joint agreement program or agree to pay out-of-district tuition for

non-eligible courses. Completion of prerequisite courses does not result in preferential treatment for programs with special admission. Please note that these joint agreements are subject to change.

An applicant, who wishes to enroll in the **Dental Assisting Program** that is not offered at their home institution, but is included in the joint agreement with John A. Logan College, will:

First, have a letter sent from their home institution stating that the applicant is eligible to participate in the specific program covered by the agreement and

Second, sign a joint agreement form stating that they understand that only courses included under the joint agreement are eligible for in-district tuition.

The eligibility letter and joint agreement form should be sent to:

John A. Logan College
Cindy D. Johnson, Director to the V.P. for Instruction
700 Logan College Road – Room A17
Carterville, IL 62918

If an applicant has any questions regarding a joint agreement or chargeback, they should contact JALC's V.P. for Instruction Office at (618) 985-2828 Ext. 8407.

Out-of District Applicants Attending Through Chargeback

An out-of-district applicant who wishes to enroll in the **Dental Assisting Program** that is not offered at their home institution, and is not included in the joint agreement with John A. Logan College, must first obtain authorization from the sending institution for partial student support to attend John A. Logan College, which is referred to as a chargeback. Applicants attending through a chargeback must agree to enroll in only the curriculum approved by the sending institution or the applicant will assume responsibility for full tuition and fees incurred for the unapproved courses or curriculum. **In-district and joint agreement applicants will be placed in the ranking before out-of-district applicants attending on a chargeback.**

7. Achieve a competitive level score on the pre-entrance examination for the college. This score is based upon the PSB-Health Occupations Aptitude Examination results **and** weighted grades for previous college courses taken within, or transferring to, the DNA required curriculum. The exam will take a minimum of 3 hours. Tests will begin promptly at 9:00 a.m. and 1:00 p.m., unless indicated otherwise. **No one may take the test if they do not have a photo ID the day of the test.** Tests will be held in the Assessment Office in Room C205A. **Seating for each testing date is limited, and applications will be processed on a first come, first served basis.** Therefore, SIGN-UP EARLY! A list of designated dates and application deadlines is listed below. Complete and return the forms to the **Assessment Office**, Room C205, by the test registration deadline. Applicants must register before the test registration deadline set below for each session. The \$25.00 registration fee, per test, must be paid at the time of registration. This may only be done between the hours of 8:15 a.m. – 3:15 p.m. to allow time to complete the payment form that you must take down to the Business Office with your payment. The Business Office accepts credit/debit card, money order, cashier's check, personal check, or cash. Please contact the Business Office with questions regarding acceptable forms of payment. A total of 2 tests may be taken per academic year and only 1 test per month may be taken. Changes to exam and fees may occur at anytime! **There are 20 testing times available; applicants may only test up to 2 times.**

Dental Assisting Testing Dates

Wednesday, November 2, 2011, 9 am or 1 pm
Thursday, November 3, 2011, 9 am or 1 pm
Wednesday, December 7, 2011, 9 am or 1 pm
Thursday, December 8, 2011, 9 am or 1 pm

Dental Assisting Test Registration Deadlines

Friday, October 28, 2011, by 3:15 pm
Friday, October 28, 2011, by 3:15 pm
Friday, December 2, 2011, by 3:15 pm
Friday, December 2, 2011, by 3:15 pm

Tuesday, February 7, 2012, 9 am or 1 pm
Wednesday, February 8, 2012, 9 am or 1 pm
Thursday, February 9, 2012, 9 am or 1 pm
Tuesday, March 6, 2012, 9 am or 1 pm
Wednesday, March 7, 2012, 9 am or 1 pm
Friday, March 9, 2012, 9 am or 1 pm

Thursday, February 2, 2012, by 3:15 pm
Thursday, February 2, 2012, by 3:15 pm
Thursday, February 2, 2012, by 3:15 pm
Thursday, March 1, 2012, by 3:15 pm
Thursday, March 1, 2012, by 3:15 pm
Thursday, March 1, 2012, by 3:15 pm

The first concern about acceptance into the program should be obtaining a competitive level score on the DNA pre-entrance examination. This score is based upon the PSB-Health Occupations Aptitude Examination results. The exam includes sections on academic aptitude, spelling, reading comprehension, information in the natural science and vocational adjustment index. All five sections of the test will be given. The raw score of the first four sections will be added to achieve a composite exam score to be used for admission ranking. The fifth section will be utilized for research purposes. Tie breakers will be based upon the highest score achieved on Part 1 and Part 3, successively.

Additional points may be added to the applicants composite exam score on the DNA pre-entrance examination, **if college transcripts have been received and evaluated in JALC Admissions Office by March 30, 2012.** No points will be given without an official transcript. General education courses must be completed by **December 2011** in order for points to be added: PSY 132, SPE 115 or SPE 116, BIO 205, BIO 206, BIO 226 and CHM 141. The following points will be added for each grade earned: "A" = 3 points, "B" = 2 points, "C" = 1 point. [For example, 18 points may be added to an applicant's composite exam score if the above general education courses are completed by **December 2011** with a grade of an "A" in each class.] Rank ordering of students for admission consideration will be made on the basis of total points earned.

Additional information about the pre-entrance exam can be accessed by going to www.psbtests.com. Click on "Resources for Test Taking" to locate documents, that may be viewed or printed, containing information regarding Sample Questions, Understanding Test Results and Other Helpful Resources. No calculators are permitted during the exam.

Letters of notification of provisional acceptance to the top thirty (30) applicants on the ranking list will be mailed beginning in May 2012. Applicants that are selected will have ten days from the date mailed, to return the response form enclosed in the acceptance letter. If no response is obtained, the applicant will be dropped from future consideration and the next alternate on the list will be notified of acceptance. Letters of notification of alternate list or denial into the program will be mailed when all positions are filled.

It is extremely important to abide by the deadline dates outlined in this packet. It is the applicant's responsibility to assure that these documents have been received in the designated office by the deadline dates.

If you have questions regarding this information, you may contact any of the people below:

Tom Cardwell
Director of Assessment
John A. Logan College
700 Logan College Road
Carterville, IL 62918
(618) 985-3741 Ext. 8496

Matt Yusko
Assessment Coordinator
John A. Logan College
700 Logan College Road
Carterville, IL 62918
(618) 985-3741 Ext. 8617

Tish Majewski
Assessment Coordinator
John A. Logan College
700 Logan College Road
Carterville, IL 62918
(618) 985-3741 Ext. 8247

TOM CARDWELL, MATT YUSKO AND TISH MAJEWSKI ARE THE ONLY ADVISORS STUDENTS SHOULD SEE FOR ADVISEMENT AND REGISTRATION TO INSURE ALL ENTRY REQUIREMENTS ARE MET FOR THE DENTAL ASSISTING PROGRAM.

ACCREDITATION STATUS

- Commission on Dental Accreditation of the American Dental Association
- United States Department of Education

- Endorsed by the Southern Illinois Dental Society

TUITION AND FEES

In-district tuition at \$92.00 per credit hour – 6 hours (general courses)	\$552.00
Variable tuition at \$102.00 per credit hour – 33 hours (DNA courses)	3,366.00
Lab fees (estimate)*	1,650.00
Books (estimate)	760.00
Uniform (estimate)	75.00
Clinical shoes (estimate)	50.00
Safety glasses (estimate)	10.00
Graduation fee	10.00
Registration fee for Health Occupations Aptitude Entrance Exam	25.00
Total Estimated Cost	\$6,498.00

* Included in lab fees: Dental Assisting National Board Examination \$395.00

Note: Costs estimates are for new texts. Book estimate does not include Speech or Psychology texts. Additional costs may include: medical exams, dental exams, immunizations and CPR. All costs listed above are estimates and subject to change. **The DNA student should have planned for meeting these financial obligations before entering Dental Assisting.**

For additional information, please contact Kathy Gibson at (618) 985-2828 Ext. 8389 or kathygibson@jalc.edu.

FINANCIAL AID

A variety of financial aid exists and the applicant should contact the Financial Aid Office for more information. Some of the types of financial aid presently offered are:

- Federal Pell Grants/FSEOG
- Illinois State Map Grant
- College Work Study
- Scholarships

LEGAL LIMITATIONS

Felony convictions that Dental Assisting graduates have may adversely affect their ability to sit for licensure exam and to receive employment.

EXTERNSHIP REQUIREMENTS

Physical and dental examinations are required, **but should not be scheduled until you have received official notification that you have been accepted into the program.** These forms will be provided to accepted students during their advisement appointment with Kathy Gibson, Coordinator for Dental Assisting.

Prior to starting the DNA externship:

1. You will have to be inoculated against Hepatitis B. The Hepatitis B vaccine is a three-inoculation series vaccine to protect you against Hepatitis B virus. You will have to show proof of all three injections. (Note: *It will take six months to complete the three-part Hepatitis B vaccine series. Start the vaccine process immediately.*)

This mandate is a result of a federal OSHA law and a state Public Health law which began July 1, 1992. If you have elected not to receive the Hepatitis B vaccine, then complete the form appropriately. The physician should discuss with you the risk, as a member of the health care team, in not being protected against Hepatitis B.

2. You must demonstrate immunity to Rubella by the results of a Rubella Titer test. If your Rubella Titer test indicates that you cannot demonstrate Rubella immunity; then complete the form appropriately. The physician should discuss with you the risks, as a member of the health care team, in not being immune to Rubella.
3. You must demonstrate proof of a negative Mantoux test, completed within six months prior to the start of the dental externship.
4. You must demonstrate proof that you have received the Tetanus Toxoid test.

You need to be aware that if a clinical agency where students are educated, refuses to allow a student to enter their facility without proof of the three-part Hepatitis vaccine, demonstrated immunity to Rubella via a Rubella Titer test, proof of a negative Mantoux test, and proof of a Tetanus Toxoid test, then the unprotected student cannot be allowed into the health care facility for educational purposes. When clinical sites do not accept unprotected students, it is impossible for those students to be educated in the Dental Assisting Program.

CURRICULUM COURSE REQUIREMENTS

Applicants are selected for classes beginning in August of every year from surrounding college districts: Illinois Eastern Community Colleges, John A. Logan College, Rend Lake College, Shawnee College, Southeastern Illinois Community College and Southwestern Illinois College.

The length of the full-time program is twelve (12) months from start to finish.

The general education courses, **PSY 132 and SPE 115 or SPE 116**, will be scheduled in the summer semester unless the student has already completed these courses. These courses are not prerequisites for the DNA program, but if they are completed prior to starting the program the student will graduate in the spring semester.

The DNA student has a very concentrated schedule and will also complete 300 hours of externship in a dental office.

Students will need to provide transportation to and from the JALC campus and assigned dental clinical sites. Classes will be held on the JALC campus.

Students will be given a pre-test exam during the first week of school in the fall and a post-test exam the last week of school in the spring. This exam will be used as an outcome assessment tool for the Dental Assisting Program and will not affect your grade.

Prospective DNA students should **not** purchase any materials or supplies until AFTER they have been accepted and registered for classes. Questions regarding uniforms, schedules, requirements, etc. will be answered for accepted students during an orientation session with the Dental Assisting Coordinator.

Dental Assisting students must earn a minimum grade of a "C" in all courses listed in the curriculum guide, including general education courses.



Dental Assisting Application
for the full-time program beginning Fall 2012

Please print this application, fill out completely and return to the Assessment Office, Room C205, by March 30, 2012.

JALC 7 digit ID# _____

Name _____
Last First MI Maiden

Address _____
Street City/State/Zip Code

Phone _____ Social Security No. _____

Date of Birth _____ E-mail Address _____

EMERGENCY INFORMATION

Person to be notified in case of emergency:

Name _____
Last First

Address _____
Street City/State/Zip Code

Phone _____

HIGH SCHOOL OR GED INFORMATION

Name of High School Graduation Date (MM/YY)

COLLEGIATE RECORD

List all colleges attended beginning with the most recent:

College Name Location Date of Attendance

College Name Location Date of Attendance

College Name Location Date of Attendance

The undersigned certifies that the information contained herein is true, complete, and correct. It also certifies that the applicant has read the informational packet online, and agrees to all application procedures.

Applicant's Signature _____
Date



Dental Assisting Pre-Entrance Exam Application

Exam to be used for final class placement for the full-time program beginning Fall 2012.

Please print this application, fill out completely and return to the Assessment Office in Room C205. The \$25.00 registration fee, per test, must be paid at the time of registration. This may only be done between the hours of 8:15 a.m. – 3:15 p.m. to allow time to complete the payment form that you must take down to the Business Office with your payment. The Business Office accepts credit/debit card, money order, cashier's check, personal check, or cash. Please contact the Business Office with questions regarding acceptable forms of payment. Since your seat is being reserved for a test session the \$25.00 registration fee cannot be transferred to another test session [NON-TRANSFERABLE] or refunded if you do not attend the session for which you were applying [NON-REFUNDABLE]. Changes to exam and fees may occur at anytime! **No one may take the test if they do not have a photo ID the day of the test.** A total of 2 tests may be taken per academic year and only 1 test per month may be taken. There are 20 testing times available; applicants may only test up to 2 times.

Name _____
Last First MI Maiden

Address _____
Street City/State/Zip Code

Phone _____ Social Security Number _____

Please consider my results for: **Dental Assisting Program**

Do you have a disability which may require accommodations for testing? Yes ___ No ___

If yes, you must provide documentation of your disability and the need for accommodations to Student Support Services in Room C219 within seven (7) working days of this request or seven (7) days prior to the test date.

NOTE: An exam date will be scheduled between the student and Matt Yusko in the Assessment Office after accommodations have been approved by Student Support Services.

Have you taken the PSB-Health Occupations Aptitude Examination (HOAE) before? Yes ___ No ___

If yes, when? _____

Fill in the testing day, date and time that you prefer for your first registration:

**** See next page for testing dates ****

Day _____ Date _____ Time _____

FOR OFFICE USE ONLY:					
Test Date	@	on	Receipt #	Amount	Date Paid
Test Date	@	on	Receipt #	Amount	Date Paid
Test Date	@	on	Receipt #	Amount	Date Paid

The undersigned certifies that the information contained herein is true, complete, and correct. It also certifies that the applicant has read the informational packet online, and agrees to all application procedures.

Applicant's Signature _____

Date _____

Please choose one day and time for your first registration, circle the day and time, and fill in the corresponding information on the front of the exam application indicating your preference.

November Testing Dates

Deadline: Friday, October 28, 2011, by 3:15 p.m. for the following testing dates. Please **circle one time** if you wish to test in November and also write the test day, date and time on the front of the application. **Reminder**, you can only test 2 times total per academic year and test only 1 time per month:

Wednesday, November 2, 2011 9:00 a.m. or 1:00 p.m. or

Thursday, November 3, 2011 9:00 a.m. or 1:00 p.m.

December Testing Dates

Deadline: Friday, December 2, 2011, by 3:15 p.m. for the following testing dates. Please **circle one time** if you wish to test in December and also write the test day, date and time on the front of the application. **Reminder**, you can only test 2 times total per academic year and test only 1 time per month:

Wednesday, December 7, 2011 9:00 a.m. or 1:00 p.m. or

Thursday, December 8, 2011 9:00 a.m. or 1:00 p.m.

February Testing Dates

Deadline: Thursday, February 2, 2012, by 3:15 p.m. for the following testing dates. Please **circle one time** if you wish to test in February and also write the test day, date and time on the front of the application. **Reminder**, you can only test 2 times total per academic year and test only 1 time per month:

Tuesday, February 7, 2012 9:00 a.m. or 1:00 p.m. or

Wednesday, February 8, 2012 9:00 a.m. or 1:00 p.m. or

Thursday, February 9, 2012 9:00 a.m. or 1:00 p.m.

March Testing Dates

Deadline: Thursday, March 1, 2012, by 3:15 p.m. for the following testing dates. Please **circle one time** if you wish to test in March and also write the test day, date and time on the front of the application. **Reminder**, you can only test 2 times total per academic year and test only 1 time per month:

Tuesday, March 6, 2012 9:00 a.m. or 1:00 p.m. or

Wednesday, March 7, 2012 9:00 a.m. or 1:00 p.m. or

Friday, March 9, 2012 9:00 a.m. or 1:00 p.m.