



700 Logan College Road
Carterville, Illinois 62918

DENTAL ASSISTING PROGRAM

This packet contains information for the full-time program beginning August 2010.

Dear Prospective Student:

Thank you for your interest in the Dental Assisting (DNA) Program at John A. Logan College (JALC). 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 competitive level score on the pre-entrance examination: **PSB – Health Occupations Aptitude Examination,**
2. submit all required documents listed in this packet under **Admission Requirements** to the Assessment Office by **April 15, 2010** 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, manipulating of dental materials, taking radiographs, providing oral health instructions and performing office management skills.

Further information concerning the DNA pre-entrance examination and DNA application procedures is attached. Thank you for your interest in the DNA program at JALC and best wishes in your educational endeavors.

Best Regards,

Tom Cardwell
Director of Assessment

Valerie Barko
Associate Dean for Health & Public Service

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, manipulating 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 "Certified Dental Assistant (CDA)."

ADMISSION REQUIREMENTS

The following 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. It is the **responsibility of the applicant** to submit a written request to the Assessment Office, within one year of initial exam date, in order to transfer test scores for future consideration.

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 2010, an applicant must meet these criteria and submit the following credentials to the Assessment Office by April 15, 2010:

1. Submit a properly completed application for general admissions and return it to the **Admissions Office** by **April 15, 2010**, if **not** currently enrolled in courses at JALC.
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 **or** submit current COMPASS **or** ASSET placement exam scores to the **Admissions Office** by **April 15, 2010**.

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 admissions placement test, counselors may advise against continuing the DNA application process.

3. Complete and return the attached DNA program application when you register for the first test to the **Assessment Office** or by **April 15, 2010**.
4. Complete and return the attached DNA entrance exam application when you register for the **first test to the Assessment Office** or by **April 5, 2009**.
5. Request **all required transcripts** be sent to the **Assessment Office** by **April 15, 2010**. A high school transcript **or** proof of GED with passing scores is required of applicants who have no previous college work. If the applicant has completed accepted course work at a college or university, other than JALC, then evaluated college transcripts are required, not high school transcripts. **Official college transcripts must be officially evaluated by JALC Admissions**

and Records Office and received in the Assessment Office by April 15, 2010. JALC transcripts will be copied by the Assessment Office.

6. Submit proof of in-district residency **to the Assessment Office by April 15, 2010.** **Employment in the John A. Logan District does not qualify you for in-district admission for this program.** The following items may serve as proof: 1) copy of a valid Illinois Drivers License with an in-district address **OR** 2) copy of a current voter's registration card that indicates JALC District **OR** 3) copy of a current property tax statement that indicates JALC District **OR** 4) copy of a valid Illinois State I.D. card with an in-district address. Any applicant who received a GED or does not have a diploma from one of the eleven in-district high schools, must submit proof of current residency. **Out-of-district applicants may qualify for tuition on the same basis as an in-district applicant if the community college district in which the applicant resides agrees to provide an official Joint Agreement letter to JALC Admissions Office by April 15, 2010.**

7. Achieve competitive level score on the pre-entrance examination for the college. This score is based upon the **PSB-Health Occupations Aptitude Examination** test results and weighted grades for previous college work taken within, or transferring to, the DNA required curriculum. The exam will take a minimum of 3 hours. Tests will begin promptly at 8:30 a.m. and 1:00 p.m. in Room C205A, 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. Registration fees must be paid at the time of registration to the **Assessment Office**. Registration fees of \$20.00 may be paid with cash (if in person), cashier's check or money order. **NO PERSONAL CHECKS WILL BE ACCEPTED!!!!** *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 anytime!* **There are 20 testing times available, applicants may only test up to two times.**

**Dental Assisting
Testing Dates**

Wednesday, November 4, 2009, 8:30 a.m. in C205A
Wednesday, November 4, 2009, 1:00 p.m. in C205A
Thursday, November 5, 2009, 8:30 a.m. in C205A
Thursday, November 5, 2009, 1:00 p.m. in C205A
Wednesday, December 2, 2009, 8:30 a.m. in C205A
Wednesday, December 2, 2009, 1:00 p.m. in C205A
Thursday, December 3, 2009, 8:30 a.m. in C205A
Thursday, December 3, 2009, 1:00 p.m. in C205A
Wednesday, February 17, 2010, 8:30 a.m. in C205A
Wednesday, February 17, 2010, 1:00 p.m. in C205A
Thursday, February 18, 2010, 8:30 a.m. in C205A
Thursday, February 18, 2010, 1:00 p.m. in C205A
Wednesday, March 17, 2010, 8:30 a.m. in C205A
Wednesday, March 17, 2010, 1:00 p.m. in C205A
Thursday, March 18, 2010, 8:30 a.m. in C205A
Thursday, March 18, 2010, 1:00 p.m. in C205A
Wednesday, April 7, 2010, 8:30 a.m. in C205A
Wednesday, April 7, 2010, 1:00 p.m. in C205A
Thursday, April 8, 2010, 8:30 a.m. in C205A
Thursday, April 8, 2010, 1:00 p.m. in C205A

**Dental Assisting
Test Registration Deadline**

Friday, October 30, 2009, by 4:00 p.m.
Friday, October 30, 2009, by 4:00 p.m.
Friday, October 30, 2009, by 4:00 p.m.
Friday, October 30, 2009, by 4:00 p.m.
Monday, November 30, 2009, by 4:00 p.m.
Monday, November 30, 2009, by 4:00 p.m.
Monday, November 30, 2009, by 4:00 p.m.
Monday, November 30, 2009, by 4:00 p.m.
Friday, February 12, 2010, by 4:00 p.m.
Friday, February 12, 2010, by 4:00 p.m.
Friday, February 12, 2010, by 4:00 p.m.
Friday, February 12, 2010, by 4:00 p.m.
Friday, March 12, 2010, by 4:00 p.m.
Friday, March 12, 2010, by 4:00 p.m.
Friday, March 12, 2010, by 4:00 p.m.
Friday, March 12, 2010, by 4:00 p.m.
Monday, April 5, 2010, by 4:00 p.m.
Monday, April 5, 2010, by 4:00 p.m.
Monday, April 5, 2010, by 4:00 p.m.
Monday, April 5, 2010, by 4:00 p.m.

Additional points may be added to the applicants composite exam score on the DNA program pre-entrance examination **if college transcripts have been officially evaluated by JALC College Admission and Records Office** and are received in the Assessment Office by **April 15, 2010.** **NO** points will be

given without an official transcript. Any/all of the general education courses must be completed by December 2009 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 applicants composite entrance exam score if the above general education courses are completed by **December 2009** with a grade of an "A" in each class.

Total points achieved will be added to the combined earned raw scores of sections 1 through 4 of the PSB-Health Occupations Aptitude Examination. Rank ordering of students for admission consideration will be made on the basis of total points. Tie breakers will be based upon the highest score achieved on the PSB-Health Occupations Aptitude Examination, Part 1 and Part 3, successively.

The first concern about acceptance into the program should be obtaining a competitive level score on the DNA program pre-entrance examination. This score is based upon the PSB-Health Occupations Aptitude Examination test 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, with only the cumulative raw score on the first four sections used for admission ranking. The fifth section will be utilized for research purposes.

Additional information about the exam can be accessed by going to www.psbtests.com. Click on "Health Occupations Aptitude Examination" to find out about the nature of the subtest. Click on "Resources for Test Takers" to locate sample questions and test-taking tips.

The Health Occupations Aptitude Exam Study Guide is available for purchase at the bookstore located at John A. Logan College. This study guide is **not** published by the same publisher who created the Health Occupations Aptitude Exam.

Letters of notification of provisional acceptance to the top thirty (30) applicants on the ranking list will be mailed beginning in May 2010. 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 by the Assessment Office in Room C205.

Contact any of the people below:

Tom Cardwell
Director of Assessment
John A. Logan College
700 Logan College Road
Carterville, IL 62918
(618) 985-2828 Ext. 8496

Susan Phillips
Assessment Coordinator
John A. Logan College
700 Logan College Road
Carterville, IL 62918
(618) 985-2828 Ext. 8497

Matt Yusko
Assessment Coordinator
John A. Logan College
700 Logan College Road
Carterville, IL 62918
(618) 985-2828 Ext. 8617

Tish Majewski
Assessment Coordinator
John A. Logan College
700 Logan College Road
Carterville, IL 62918
(618) 985-2828 Ext. 8247

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

Tuition at \$76.00 per credit hour – 39 hours	\$2,964.00
Lab fees (estimate)	535.00
Books (estimate)	700.00*
Uniform (estimate)	100.00
Clinical shoes (estimate)	50.00
Safety glasses (estimate)	10.00
Certification examination fee (optional)	300.00
Graduation fee	20.00
Registration fee for Health Occupations Aptitude Entrance Exam	20.00
Student club fee (optional)	25.00
ADAA student fee	25.00
Total Estimated Cost	\$4,749.00

***Note:** Costs estimates are for new texts. Book estimate does not include Speech or Psychology texts. All costs are estimates and subject to change. The Dental Assisting student should have planned for meeting these financial obligations before entering Dental Assisting.

Additional costs may include: medical exams, dental exams, immunizations and CPR.

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:

- Scholarships
- Loans
- Grants

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: John A. Logan College, Rend Lake College, Shawnee College, and Southeastern Illinois Community 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.

The 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 to begin school. Questions regarding uniforms, schedules, requirements, etc. will be answered by Kathy Gibson, Coordinator for Dental Assisting, to accepted students during an orientation session.

Dental Assisting students must earn a minimum grade of "C" in all dental courses, including general education courses.

GENERAL EDUCATION COURSES

PSY 132 – General Psychology 3 credits
Choose **one of the following** Speech elective:
SPE 115 – Speech 3 credits **OR**
SPE 116 – Interpersonal Communications 3 credits

All applicants are strongly encouraged to complete the above DNA general education courses with a minimum grade of a "C" prior to the fall semester they plan to start the DNA program, so that they can increase their probability of success in the program.

If any of these courses have been taken at another college/university, **you must receive a transcript evaluation from the JALC Admissions Office before April 15, 2010.**

To request a transcript evaluation, the applicant must:

1. complete an application for admissions to JALC and indicate that enrollment intention is a JALC degree WITH the General Studies for DNA enrollment code 240102D **AND**
2. request **official transcripts from ALL** colleges previously attended. Transcripts **must** show when the course was taken and the grade received.

TOM CARDWELL, SUSAN PHILLIPS, 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.

DENTAL ASSISTING COURSE DESCRIPTIONS

YEAR 1, FALL SEMESTER

COURSE TITLE: DNA 100 ORAL AND DENTAL ANATOMY

Semester Hours: 2 credit hours

Prerequisites: None

Dental anatomy is designed to give the student a basic understanding of crown and root development, morphology, and functional and positional relationships of the teeth within the dentition. Laboratory application of didactic concepts is emphasized in all areas, but especially in relation to the crown and root morphology.

COURSE TITLE: DNA 102 DENTAL ASSISTING PROCEDURES I

Semester Hours: 4 credit hours

Prerequisites: None

An introduction to the basic equipment, instruments, and procedures associated with the dental office, with emphasis being placed on learning to assist the dentist during four-handed dental procedures utilizing mannequins, demonstrations, and student practice. Principles and procedures of oral diagnosis and treatment planning, tooth numbering and surface annotation, local anesthesia, isolation procedures, and instrument use, care, and sterilization will be presented. The principles of cavity preparation and choice of material and instrumentation for restoring amalgam and composite restorations will be used.

COURSE TITLE: DNA 104 DENTAL RADIOGRAPHY I

Semester Hours: 3 credit hours

Prerequisites: None

This course provides an introduction to dental radiography. The material covered includes basic theory regarding radiography, its equipment and equipment usage, the effects and hazards of radiation, and operator/patient protection during radiographic procedures. The types of exposures included in this course include bitewings and periapicals (bisecting and paralleling). This course provides the student with the technical knowledge needed for positioning, exposing, processing, mounting and evaluating dental radiographs (to the extent of normal anatomy). The student will receive practical experience exposing and processing radiographs on mannequins and selected patients. Students must show appropriate proof of physicals and inoculations.

COURSE TITLE: DNA 107 DENTAL MATERIALS

Semester Hours: 3 credit hours

Prerequisites: None

A study of the physical and chemical properties and origin of dental materials, including the manufacturing process of specific materials. Dental materials is a science dealing with the development, properties, manipulation, care, evolution, and evaluation of materials used in the treatment and prevention of dental diseases. Through the understanding of how basic principles affect the choice, manipulation, patient education, and care of all materials used to assist in rendering dental services, the dental assistant can help ensure the ultimate success of a patient's work. Laboratory experiences are designed to develop competency in skills of manipulation and application of the materials to dental procedures.

COURSE TITLE: DNA 108 HEAD AND NECK ANATOMY

Semester Hours: 2 credit hours

Prerequisites: None

Head and Neck Anatomy is designed to give the student a basic understanding of the major anatomical landmarks of the head and neck, their location, innervation, blood supply, and function.

COURSE TITLE: DNA 110 INFECTION CONTROL

Semester Hours: 1 credit hour

Prerequisites: None

This course is designed to provide the student with the basic concepts, procedures, and current regulatory mandates related to infection control and the management of hazardous materials for the dental team.

COURSE TITLE: DNA 113 ORAL EMBRYOLOGY AND HISTOLOGY

Semester Hours: 2 credit hours

Prerequisites: None

Oral Embryology and Histology is designed to provide the student with the knowledge to understand the embryological development and microscopic examination of orofacial organs and structures.

YEAR 1, SPRING SEMESTER

COURSE TITLE: DNA 101 DENTAL EMERGENCIES AND PATHOLOGY

Semester Hours: 2 credit hours

Prerequisites: DNA 100, 108, 110, 113

This course is designed to introduce the student to the signs, symptoms, and treatment of medical emergencies in the dental office, and identify the supplies and materials needed in managing medical emergencies. Basic knowledge about oral pathology and associated terminology will be used to describe deviations from the normal in the patient's mouth.

COURSE TITLE: DNA 103 DENTAL ASSISTING PROCEDURES II

Semester Hours: 2 credit hours

Prerequisites: DNA 100, 102, 104, 108, 110, 113

This course utilizes the basic knowledge and skills required in DNA 102 to increase skill competency levels in operative dentistry with major emphasis given to principles and procedures of the dental specialties, including endodontics, periodontics, orthodontics, prosthodontics, pedodontics, and oral surgery. Patient care, management, and diagnosis and treatment planning for each specialty area will be presented. Assisting skills will be learned utilizing mannequins, demonstrations, and student practice. This class must be successfully completed before beginning an externship in a dental office.

COURSE TITLE: DNA 105 DENTAL RADIOGRAPHY II

Semester Hours: 2 credit hours

Prerequisites: DNA 100, 104, 108

Utilizing the basic knowledge and skills emphasized in DNA 104, this course increases the skill competency levels to prepare diagnostically acceptable intraoral radiographs using paralleling and bisecting techniques. In addition, this course will encompass the techniques for exposing radiographs on children, edentulous patients, and other special populations. Developing skills in the extraoral techniques will be included. The student will receive practical experience exposing radiographs on mannequins and selected patients.

COURSE TITLE: DNA 106 PREVENTIVE DENTAL HEALTH EDUCATION

Semester Hours: 3 credit hours

Prerequisites: DNA 100, 108, 110, 113

A review of the etiology of dental caries and a study of dental plaque and periodontal disease with emphasis on the prevention and control. The role of the dental assistant in regard to oral health education will be the primary focus. The basic content, including proper nutrition and oral hygiene, directs students toward the ability to practice their communication skills and nutritional counseling skills as they relate to preventive dental health education. The student will receive practical experience for the delivery of dental health education.

COURSE TITLE: DNA 109 DENTAL OFFICE PROCEDURES

Semester Hours: 2 credit hours

Prerequisites: DNA 100, 102, 104, 108

Business skills needed to function successfully as a dental secretary/office manager will be explored. Written skills (appointment book, accounts receivable and payable, fee collection, and recording) will be stressed. Proper bookkeeping (check writing, statement reconciliation, petty cash, etc.) will be explained and practiced. Prepaid dental care plans, payment plans, and necessary forms will be discussed. Effective oral and written communication with the public will be stressed. The student will receive computer experience using the Premier dental software program. Knowledge and mastery of these procedures will enable the student to assist in the operation of an efficient dental office.

COURSE TITLE: DNA 112 DENTAL ASSISTING EXTERNSHIP

Semester Hours: 5 credit hours

Prerequisites: Successful completion of all dental assisting courses, current CPR card, and consent of DNA coordinator.

A clinical practice learning experience for competency development in performing dental assisting duties in dental offices or dental clinics. Clinical practice, primarily in general dentistry, will include performing those duties routinely performed by a dental assistant under the supervision of the dentist. The student will acquire beginning basic communication skills for effective communication with the patient and dental health team. Professional development, clinical practice experiences, ideas, and opinions involving current techniques, materials, and equipment will be discussed in group sessions to determine the diversity and depth of learning experiences, and to evaluate and plan subsequent assignments. Some class time will be scheduled for visiting lectures. Successful completion of DNA 103 is required before beginning dental office responsibilities.



Dental Assisting Application

for the full-time program beginning Fall 2010

Deadline: April 15, 2010

JALC 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 School Graduation Date

COLLEGIATE RECORD

Please list all colleges attended:

College Name Location Date of Attendance

College Name Location Date of Attendance

College Name Location Date of Attendance

*Evaluated transcripts **MUST** be received by April 15, 2010, in the Assessment Office, Room C205. The applicant is responsible for confirming either in person or in writing to John A. Logan College for receipt of **ALL** records.*

Applicant's Signature _____
Date



Dental Assisting Entrance Exam Application

Exam to be used for final class placement for the full-time program beginning Fall 2010.

Please fill out completely and **return to the Assessment Office**, Room C205, along with cash, cashier's check or money order for \$20.00 per test. NO personal checks accepted. Do not send cash through the mail!!! Make cashier's check or money order payable to **JOHN A. LOGAN COLLEGE**. **Registration fees must be paid at the time of registration** to the Assessment Office in Room C205 at John A. Logan College. Since your seat is being reserved for a test session the \$20.00 registration fee cannot be transferred to another test session or refunded if you do not attend the session for which you were applying. The \$20.00 registration fee per test is **NON-REFUNDABLE and NON-TRANSFERABLE**. 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 time 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 back side of application for testing dates ****

Day _____ Date _____ Time _____

FOR OFFICE USE ONLY:						
Registering 1 st	_____	for Test Date	_____	Receipt #	_____	Type _____ Amount _____ Dep Date _____
Registering 2 nd	_____	for Test Date	_____	Receipt #	_____	Type _____ Amount _____ Dep Date _____
Registering 3 rd	_____	for Test Date	_____	Receipt #	_____	Type _____ Amount _____ Dept Date _____

The undersigned certifies that the applicant has read 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 application indicating your preference.

November Testing Dates

Deadline: Friday, October 30, 2009, by 4:00 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 testing year and test only 1 time per month:

Wednesday, November 4, 2009 8:30 a.m. or 1:00 p.m. or

Thursday, November 5, 2009 8:30 a.m. or 1:00 p.m.

December Testing Dates

Deadline: Monday, November 30, 2009, by 4:00 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 testing year and test only 1 time per month:

Wednesday, December 2, 2009 8:30 a.m. or 1:00 p.m. or

Thursday, December 3, 2009 8:30 a.m. or 1:00 p.m.

February Testing Dates

Deadline: Friday, February 12, 2010, by 4:00 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 testing year and test only 1 time per month:

Wednesday, February 17, 2010 8:30 a.m. or 1:00 p.m. or

Thursday, February 18, 2010 8:30 a.m. or 1:00 p.m.

March Testing Dates

Deadline: Friday, March 12, 2010, by 4:00 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 testing year and test only 1 time per month:

Wednesday, March 17, 2010 8:30 a.m. or 1:00 p.m. or

Thursday, March 18, 2010 8:30 a.m. or 1:00 p.m.

April Testing Dates

Deadline: Monday, April 5, 2010, by 4:00 p.m. for the following testing dates, please circle one time if you wish to test in April and also write the test day, date and time on the front of the application, reminder, you can only test 2 times total per testing year and test only 1 time per month:

Wednesday, April 7, 2010 8:30 a.m. or 1:00 p.m. or

Thursday, April 8, 2010 8:30 a.m. or 1:00 p.m.