



Gulf Coast Community College

5230 West U.S. Highway 98
Panama City, Florida 32401-1058

(850) 769-1551
800-311-3685

Health Sciences Division Dental Programs

Dear Applicant:

A very exciting career in Dental Assisting is available to you through Gulf Coast Community College. The dental faculty is dedicated, caring and student-oriented. This will become evident as you become familiar with our programs.

Dental Assisting is available in a **traditional daytime program** or through our unique, **DEAL (Dental Distant Education Alternative Learning)** which utilizes lectures on DVD and courses available via the internet. You may choose either program as a full-time or part-time student. You can start this exciting career with as little as one course or as many courses as you and your advisor feel you can handle.

The enclosed application packet will explain the application process. There is never a better time than TODAY to begin making a career choice for yourself!

Please contact one of the faculty advisors listed below for your advising appointment so you can start classes right away. If you have special circumstances that we may assist you with . . . Just Ask!

We look forward to hearing from you.

Lauriann Womble, CDA, AA
Assistant Coordinator,
Dental Assisting Program
(850) 769-1551, ext. 5842

**GULF COAST COMMUNITY COLLEGE
DENTAL ASSISTING PROGRAM
STUDENT APPLICATION AND INFORMATION PACKET**

Applications for the dental assisting program should be submitted prior to classes beginning each semester. See the dental assisting program Advisor for a schedule of classes.

Class start dates are as follows: August, January and May.

GENERAL CAREER INFORMATION:

The dental assistant is a multi-skilled member of the dental health team, dedicated to assisting the dentist with all phases of dentistry. Dental Assistants may perform any of the following:

- serve as office manager or receptionist, greet patients and introduce patients to the dental practice.
- manage the business aspect of dentistry to include bookkeeping, money management, records management, filing, and appointment recall systems.
- assist the dentist directly at chairside with operative, surgery, endodontics, prosthetics, and a wide range of other procedures.
- provide oral hygiene instructions, preventative dentistry and dietary counseling.
- perform the expanded functions legally authorized in the State of Florida, such as radiographs, impressions, fluoride and sealants.
- patient management by working with a wide range of special population groups.
- perform varied dental laboratory functions such as pouring and trimming models, constructing custom trays, and constructing temporary crowns and bridges.
- assist with implementation and documentation of current infection control standards.

EDUCATIONAL REQUIREMENTS:

This program provides the student with the educational background and clinical competencies necessary in the field of dental assisting and is accredited by the Commission on Accreditation of the American Dental Association. The certificate program is available through the Traditional program, DEAL program or a combination of both.

- A. **TRADITIONAL DAY TIME INSTRUCTION** - as a full-time student, completing the program in 10 months, or as a part-time student, spreading the course work over 14, 18, or 24 months.

- B. **DEAL – DENTAL EDUCATION ALTERNATIVE LEARNING PROGRAM** - through this unique, individualized approach, the entire certificate program is available via video tapes and instructional guides which the student uses at home. The student may enroll in one or more courses and visit campus only during a designated evening or Saturday for lab assignments and performance testing. An instructor is available on campus during scheduled times for the **DEAL** Program.

The curriculum includes content in dental sciences, dental assisting science, communications, and expanded functions. Refer to the curriculum sequence for the specific course requirements.

BASIC PRACTICE REQUIREMENTS:

The graduate dental assisting student may apply for Certification by the Dental Assisting National Board. This is a voluntary certification but is often a criterion for employment by individual dentists.

The Certification exam is computerized and application information will be provided during the course. Certification is then renewed each year through a process of continuing education.

Graduates are also certified in the Florida Expanded Functions. These are intraoral tasks delegated by a dentist to a formally trained dental assistant who has demonstrated clinical competency by passing the examinations and by performing a number of procedures on patients for each of the tasks.

EMPLOYMENT OUTLOOK AND CAREER OPPORTUNITIES:

Dental Assisting is one of the steadily growing health career fields due to the emphasis on preventative dental health care. Assistants have a range of career opportunities in areas such as:

private dental offices
federal services
foreign services

specialty dental offices
public health
dental supply sales

education
insurance
management and consultation

PROGRAM INFORMATION:

The Traditional program accepts up to twenty students in the fall and spring semester. The DEAL program selects students in the fall, spring and summer terms. Students not selected are encouraged to enroll in general education courses while reapplying to the program for the following year. Students should receive advising and counseling regarding their status and recommended courses by the dental program faculty. The assisting program is a rigorous, full-time program that requires commitment and hard work. All dental courses require at least a grade of "C" for successful completion and continuation in the program. For a portion of their laboratory learning experiences, it is necessary for students to practice on each other. If for any medical, dental, or personal reason a student is unable to participate, it will be the student's responsibility to provide a patient for each of those sessions.

SELECTION CRITERIA AND INFORMATION:

Selection to the program is based upon TABE test scores and a completed application.

FINANCIAL AID, SCHOLARSHIP, AND GRANTS:

Students requiring financial assistance are directed to the office of Financial Aid located in the Student Union Building.

NOTE: Only applications that are current and complete are considered for selection. It is the **STUDENT'S** responsibility to ensure the application is complete **BEFORE** the start of classes.

**DENTAL ASSISTING PROGRAM
GULF COAST COMMUNITY COLLEGE
5230 WEST U.S. HIGHWAY 98
PANAMA CITY, FLORIDA 32401-1058**

Lauriann Womble, CDA, AA, Assistant Coordinator, Dental Assisting
Phone (850) 769-1551, ext. 5842 or **1-800-311-3685**, ext. 5842

DENTAL ASSISTING APPLICANTS
Minimum Placement (TABE) Test Requirements

Students are required to take the **TABE**. The **TABE** test is scheduled through the testing department by calling 850 – 872-3856 or 769-1551, ext. 3533.

Required Score	TABE Score	CPT Score	ACT	SAT
Reading	10	67	18	440 verbal
Language	10	74	17	440 verbal
Math	10	47	19	440

Students graduating from any vocational program must demonstrate a tenth grade score in Reading, Language Arts, and Math. The purpose of the **TABE** is to document these requirements.

I, _____, understand that minimum (active) passing scores

Please Print Name

on the **TABE** test or CPT, ACT, SAT equivalencies are required to complete this program. Students are responsible for remediation and re-testing prior to graduation.

Student's Signature

Date

Advisor's Signature: _____

Date _____

Copy to student



**GULF COAST COMMUNITY COLLEGE
DENTAL HEALTH PROGRAM
TECHNICAL STANDARDS**

Duties and Responsibilities:

A dental auxiliary is a health care professional whose primary responsibility is to work with the dentist in the office and perform duties delegated by the dentist. In addition to the duties of the profession, the auxiliary must always be aware of the patient's condition needs and be able to interact appropriately.

Cognitive Qualifications:

In addition to minimum requirements regarding reading, language, and math skills, the student must, unassisted:

1. Demonstrate ability to comprehend and interpret written material.
2. Follow written and oral directions.
3. Synthesize information from written material and apply the knowledge to various situations.

Psychomotor Qualifications:

1. Vision - normal, corrected.
2. Hearing - normal, corrected or aidable.
3. Touch - normal tactile sensitivity.

Physical Qualifications:

1. Perform clinical for 3 hours without a break.
2. Stand for several hours.
3. Lift with assistance 150 pounds.
4. Successfully complete a CPR certification course.

Communication Qualifications:

1. The ability to interact and verbally communicate with others.
2. Knowledge of basic written, grammar, and spelling skills.

I have read the above technical standards. I feel it is within my ability to carry out the duties and qualifications of a dental auxiliary. Further, I understand it has been recommended that I shadow a dental auxiliary to make me more aware of the duties of a dental auxiliary.

Signature of Student

Date

REFERENCE CHECKLIST FOR THE APPLICATION PROCESS

- ____1. **Apply for general admission to Gulf Coast Community College**
Call or visit the college Admissions Office to obtain an application for admission and receive information on the college admissions process. Applications are also available online at: www.gulfcoast.edu

PLEASE NOTE: **There are different application forms for each of the tracks (traditional and DEAL) both of which are included in this package. Please choose the appropriate form for your desired program.**

- ____2. **Apply for admission to the Dental Assisting Program**
Submit the completed application materials in this package to the Dental Assisting program coordinator.
- ____3. **Take and submit the TABE Placement Test**
Students are required to take and pass the TABE test with a minimum of an 8th grade level competency to enter the program. Upon completion of the program, the student must have achieved a 10th grade level competency in order to graduate. This test is required regardless of your academic experience or prior degrees. Scores are required in Reading, Language and Math. Testing dates and times are available through the college Testing Department. **A copy of test scores must be returned to your advisor to complete your application.**
- ____4. **Provide High School and College transcripts**
Official transcripts from high school (or GED) and all colleges attended must be sent to the college Admissions Office. You are responsible for ensuring that all college transcripts are evaluated prior to the deadline date.
- ____5. **Read, sign and submit Technical Standards form**

After provisional acceptance, students are **REQUIRED** to complete:

- A. ***Health Sciences Report of Vaccination History to include:***
- ◆ Hepatitis B vaccine series if applicable
 - ◆ PPD Mantoux/TB Test: Annually (**May require chest radiograph if previously positive PPD Mantoux/TB test**)
 - ◆ MMR
 - ◆ Tetanus (every 10 years)
- B. Cardiopulmonary Resuscitation (CPR) for **HEALTH CARE PROVIDERS**

NOTE: While the Hepatitis B Vaccine is recommended for health care workers, students may choose not to take the pre-titer or the vaccine by signing **Part 2, #2** of the ***Health Sciences Report of Vaccination History*** form declining the vaccine.

Only applications that are current and complete are considered for selection. It is the **student's** responsibility to make sure their application folder is complete prior to classes starting. Please contact us if you have any questions.

Lauriann Womble, CDA, AA, Assistant Coordinator, Dental Assisting
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GULF COAST COMMUNITY COLLEGE

HEALTH SCIENCES DIVISION

5230 West U.S. Highway 98
 Panama City, FL 32401-1058
 (850) 872-3827 or 913-3311
 (850) 873-3559 - FAX
 1-800-311-3685

- APPLICATION FOR ADMISSION - DENTAL ASSISTING PROGRAM

Answer ALL Questions: Please TYPE or PRINT (please use black ink)

Name _____

First
Middle
Last
Maiden Name

Male Female _____ Traditional [Daytime] _____ DEAL GCCC Campus [Weekend]

Home Address _____

Street & No.
City
State
County
Zip

MAILING ADDRESS (if different from above) _____

Social Security Number: _____ Home Phone Area Code: (____) _____

Work Phone Area Code: (____) _____ Cell Phone Area Code: (____) _____

E-Mail: _____

EDUCATION

Official Transcript(s) MUST BE RECEIVED by the Office of Admissions & Records.
 ALL schools and colleges attended must be listed for the application to be complete.

Name of School	Location of School	From Month/Year	To Month/Year	Did you Receive Diploma? Degree? Certificate?	What was your Major/Minor?
High School or GED:					
College or University:					
College or University:					

Type Issued by Which State or Agency License No. Date

Professional Licenses _____
 or Certifications _____

