Dental Assisting
Fall 2024 Deadline: May 17, 2024

Dental Assisting is a competitive admission 1 year diploma program.

20 students are admitted each Fall semester. 4 seats are designated for SURRY CC applicants.

All applicants must meet minimum requirements to be eligible to apply. **Please note that meeting minimum requirements does not guarantee admission**.

Special note: If you are just starting to work on taking classes to become competitive in the future – **please look at the Related Courses on page 6 to guide you**. It is not a requirement that you complete all of them before you participate in the selective admission process, however completing more courses before the deadline can help to make you more competitive with more points.

Required steps for the Dental Assisting program application

1. Complete an application to Forsyth Tech (if you are not a current student)

2. Check that you meet the minimum readiness levels.

3. Submit official transcripts.

4. Submit documentation for any Related Experience points.

5. Submit the MAR application **(you may only apply to one (1) health program at a time)**

6. Attach a copy of your current TEAS score report to the MAR application (scores must not be expired by the application deadline)

7. Review additional requirements for accepted students.

Details for each step are outlined below, review carefully.

1. **Complete an application to Forsyth Tech**

New and Former students (if it's been more than a year since you applied or enrolled in classes) must complete the online application at https://www.forsythtech.edu/apply-ft/
Complete NC Residency at www.ncresidency.org

Currently enrolled students do not need to do a new application.

2. **Check that you meet the minimum readiness levels**

CONFIRM with your advisor if you are unsure if you meet the requirements

All Health Program applicants are required to demonstrate English and Mathematics college readiness. You must be able to demonstrate that you have achieved the appropriate readiness levels in both areas by one of the following methods:

COLLEGE ENGLISH READINESS	COLLEGE MATHEMATICS READINESS
❐ **Option 1:** You have completed or received transfer credit for ENG 111.	❐ **Option 1:** You have completed or received transfer credit for <u>one</u> of the following -- MAT 143, MAT 152, MAT 171 (or a higher-level math).
❐ **Option 2:** You have completed or received waiver credit for <u>all of</u> the following: DRE 096, DRE 097, DRE 098	❐ **Option 2:** You have completed or received waiver credit for <u>all</u> of the following: DMA 010, DMA 020, DMA 030, DMA 040, and DMA 050
❐ **Option 3:** You have completed or received waiver credit for ENG 002 with a minimum grade of **P2**	❐ **Option 3:** You have completed or received waiver credit for MAT 003 with a minimum grade of **P2**
❐ **Option 4:** You have completed or received waiver credit for ENG 011 or are currently enrolled in ENG 111/011	❐ **Option 4:** You have completed or received waiver credit for MAT 043 or are currently enrolled in MAT 143/043
❐ **Option 5:** An earned Associate or Bachelor's degree from a regionally accredited institution	❐ **Option 5:** An earned Associate or bachelor's degree from a regionally accredited institution
❐ **Option 6:** Completion of placement test and achievement of appropriate scores. <u>If you took the placement test elsewhere,</u> <u>you MUST submit those scores to Forsyth Tech Admissions & Records</u>	❐ **Option 6:** Completion of placement test and achievement of appropriate scores. <u>If you took the placement test elsewhere,</u> <u>you MUST submit those scores to Forsyth Tech Admissions & Records</u>
❐ **Option 7:** Graduate of a US high school with an unweighted GPA of 2.5 or higher	❐ **Option 7:** Graduate of a US high school with an unweighted GPA of 2.5 or higher

Biology competency
There are two ways to demonstrate this:
- College-level course with a "C" or better
- High school-level course with a "D" or better

<mark>If you are unsure whether you meet these requirements, it is YOUR responsibility to speak with your assigned advisor PRIOR TO submitting your MAR application.</mark>

When we receive the MAR application it will be reviewed to make sure you meet the minimum requirements including taking the TEAS test and meeting the required score. If you do not meet these requirements, you will not be eligible to complete the MAR and will not be placed in the applicant pool.

3. Submit official transcripts

Electronic transcripts can be sent through a secure service to admissions@forsythtech.edu
-or paper transcripts can be mailed to Forsyth Technical Community College Attn: Admissions 2100 Silas Creek Parkway Winston Salem, NC 27103-5197
-or hand delivered in a **sealed** envelope to the Admissions and Records Office on the main campus
-emailed copies from you are NOT official

We must have:
- ➤ Regionally accredited colleges where related classes were taken. Only undergraduate classes through bachelor's degree level, we do not need graduate level transcripts.
- ➤ Official AP scores from College Board if you want credit for applicable classes (credits showing on other college transcripts do not count).
- ➤ It is recommended to submit your graduating High School (or GED) transcript, or you may be missing placement requirements.

Examples:

If you have transfer credit for all related classes, but still haven't sent in transcripts from another college you attended	→ We do not need further transcripts
If you have transfer credit for all related classes, but retook one or more and got a higher grade at another school	→ We need the official transcript with the retake if you want the additional points
If you took college classes that show on your high school transcript	→ We can use the HS transcript for MAR points, but you will need to submit official transcripts from the college to receive transfer credit
If you realize after the deadline that you didn't send a needed transcript	→ It is too late to send additional transcripts. All documentation must be received before the application deadline. If you even think you'll need it, you must send it before the deadline.

==**When we do your MAR review, it will be based on documents in your account at the time of the review. ****==

4. Submit documentation for any Related Experience points

Must be submitted before the MAR application. Email documentation to **MAR@forsythtech.edu**

See page 6 for a list of all accepted experience and education.

You do not need to submit letters of recommendation, they are not used for ranking.

5. Submit the MAR application

Access the online application here:
Dental Assisting MAR application
Application is open March 1, 2024 until May 17, 2024

** Applicants taking related courses during the Spring 24 semester MUST wait until those grades have posted before completing the MAR so that those course grades can be used for MAR ranking points.

What to expect after submitting the application:
- Submitting the MAR application adds you to the MAR review list. We will send the paperwork as soon as we are able to complete the review. **Please note that you will not get a notification when you submit it.**
- Your paperwork will be emailed to you after your MAR application is reviewed. This can happen throughout the application process even up to two weeks after the deadline **so do not expect to be notified immediately.**
- Check your **Forsyth Tech email** and keep your phone and address updated with the school. We will email your MAR application paperwork to your Forsyth Tech email.
- Within 6 weeks after the deadline, you will be notified of your status – admitted, alternate, or not admitted regardless of the decision.
- If you are admitted to the program, there will be instructions in your admission letter with requirements that apply to admitted students – **make sure to meet any of those deadlines/requirements or you can lose your seat in the program.**
- If you are an alternate, we will contact you by phone or email if any seats open in the program.

6. Submit a copy of your TEAS score report

Click here to schedule your test: **Link to Schedule TEAS**

You must submit the score report that shows scores for ALL sections of the test as well as the overall score. (see picture)

Scores are valid for 2 years from the date taken and must not expire before the application deadline

Download your report (no need to pay to request an official report) and attach a copy to your MAR application.

TEAS tests taken at Forsyth Tech are not automatically submitted with applications. When filling out the MAR application, there will be a question asking you to upload your TEAS score report. This is a REQUIREMENT. MAR applications will not be accepted without a valid TEAS score report.
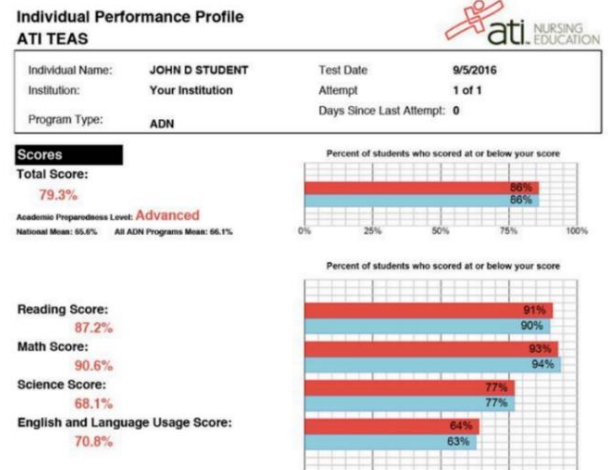
7. Additional Requirements for Accepted Students

Summer Camp
All accepted applicants are required to attend our mandatory Summer Camp. The date is usually held end of June or early July. Students who fail to attend the Summer Camp may lose their spot in the program.

Observation
Once accepted into the program, it will be required that the student observe in a Dental office for a total of 8 hours and provide documentation on office letterhead.

CPR
Accepted students will be required to have a current and valid CPR certification and provide a copy of their card. The certification must be in Basic Life Support to include Adult and Infant CPR and AED.

Background check/Drug test
Admitted students will be required to complete a Drug Test and Criminal Background Check. Instructions will be given after acceptance.

Medical Forms
Admitted students will need to complete a physical with their medical doctor, have blood drawn to determine immunity for Tdap, MMR, Varicella, Hepatitis B, and update any necessary vaccines. Students also need a dental exam and cleaning, and a vision exam.

Understanding the Ranking Process

When the MAR and TEAS score requirements are met, qualified applicants are ranked using a point system. The points come from the grades in the "related courses" that are part of the program and will not only give you points but also lighten the course load if you are admitted into the program. Then your TEAS total score is added to the Related Course points to give you the score that you are being ranked with in the competition for the program.

1. **Related Courses**

Points are awarded for course grades **completed by the deadline**. You are not required to finish all of these classes before applying but doing so will help you to get a higher score and be more competitive.
Grade points are valued as follows: A = 4 points, B = 3 points, C = 2 points.
These points are then multiplied by the credit hours for each course.
    For example, ENG 111 (3 credit hours) with a grade of B (3 points) gives a student 9 total points for that course.
AP credit is based upon the individual scores as follows: 5=A=4 points, 4=B=3 points and 3=C=2 points.
Please note that if a course is repeated, the highest grade earned will be used in the ranking.

RELATED COURSES	COURSE NAMES	CREDIT HOURS
Prefer: BIO 163 Will accept: BIO 168 & BIO 169 Will accept: BIO 165 & BIO 166	Basic Anatomy & Physiology Anatomy & Physiology I & II	5
ENG 111	Writing & Inquiry	3
PSY 150	General Psychology	3

Since BIO 163 is the preferred curriculum course, students taking the two-part sequence (BIO 168/BIO 169 or 165/166) should be aware that the two grades are averaged and multiplied by 5 credit hours to calculate an equivalent BIO point total.

Only courses completed by the deadline will be used for ranking. Courses must be completed with a "C" or better. There is no age limitation for BIO 163 or BIO 168/169 or BIO 165/166.

To qualify for ranking points and transfer credit, courses must satisfy the required semester hours and descriptions. **Please note that BIO 165 & 166 must be completed at the same college or university to transfer.** Applicants completing BIO 168 & 169 are not restricted to taking both anatomy/physiology courses at the same college or university.

Please note that if a course is substituted for points, it does not guarantee that it will count towards graduation. Accepted students must confirm the course substitution with their program coordinator during their first semester in the program.

2. **Related Experience Points (Academic Points & Health Related Training)**

Must be submitted before the MAR application. Email documentation to MAR@forsythtech.edu

Points will be awarded for the completion of the following. *These are <u>not</u> requirements for admission to the program. Appropriate documentation must be submitted for points to be awarded. *Points for degrees will be given for the highest credential earned. Students may not earn multiple points for multiple academic degrees.

3 points   Completion of an Allied Health related bachelor's degree

2 points   Completion of a Non-Allied Health bachelor's degree

2 points   Completion of an Allied Health related associate degree

1 point   Completion of a Non-Allied Health associate degree

| 2 points | 1+ year chairside Dental experience (Documentation on office letterhead required) |
| 3 points | Completion of a Microbiology course (BIO 175 or 275) with at least a C grade |

3. TEAS Total Score

An applicant must test and meet the required **minimum 42%** or higher Total Score on the TEAS. This score will be added to your points for the ranking process. See page 8 for more TEAS info.

4. Total Points for Ranking and Selection

The applicants with the highest ranked scores will be admitted for the fall program start. In the event of a tie, the applicant with the higher Science Score on the TEAS will be ranked higher. An alternate list will be maintained in ranking order. Alternates will only be admitted if space becomes available. Applicants not admitted to the program must reapply for future consideration.

Accepted student data from the previous 3 years

Please note that the data below is for informational purposes only! Points and criteria vary each year. It is in a student's best interest to accumulate as many points as possible to be as competitive as possible.

Year	Number of qualified applicants	Point range of accepted students
2023	24	98.3 – 113
2022	30	94 – 113.2
2021	49	97.3 – 123.3

Infectious Disease and Communicable Disease Acknowledgement:

You need to understand that entering a health or dental field you will be exposed to communicable or infectious diseases. We do everything we can to keep you safe and teach you important Infection Control Policies that you are expected to follow throughout your career. By following these standard procedures, you can keep yourself safe.

Policy regarding Deferred Action Childhood Arrival (DACA) and Undocumented Students

Current NCCCS policy allows DACA and undocumented applicants to enroll at Forsyth Tech at the out of state tuition cost. However, acceptance to the college does not guarantee acceptance to a specific program.

DACA students are eligible to apply to an Allied Health/Nursing program.

Undocumented students are not eligible for consideration to Allied Health or Nursing programs. According to North Carolina and Federal law, undocumented students are not eligible for North Carolina professional licensure.

This policy is subject to change without notice based upon federal and state regulations.

TEAS: A Guide to Student Success and FAQ

Student success before, during, and after the Dental Assisting program at Forsyth Tech is your goal as well as for the faculty and staff at our college. Success refers to academic achievement, personal and professional goal attainment, and well-being. Preparation and advisement are key components on the road to success for all students.

To better ensure your success, the Dental Assisting faculty has adopted a program that has been demonstrated to assist you in meeting your goals. Part of the success program requirements is an assessment of essential academic skills. The assessment is known as Test of Essential Academic Skills (TEAS), a product of the Assessment Technologies Institute (ATI). The TEAS measures basic skills in the domains of reading, mathematics, science, and English language usage.

To help assist you in being successful on TEAS, the college offers ACA 085 – Improving Study Skills, a 1- credit hour course. Please note that only the online sections of ACA 085 are designed for TEAS prep (read the course details to be sure). ACA 085 is offered as an 8-week, web-based (online sections in the 800 range only) course so you can complete the course anywhere you have internet access. ACA 085 provides an opportunity to review basic skills on the four domains of the TEAS and offers practice tests. Completion of ACA 085 does not grant eligibility to take the TEAS, nor does it grant points towards ranking.

TEAS study books are located on reserve for review in the following locations: Main Campus library (Ardmore building), Stokes County Office (Danbury), Grady Swisher Center (Kernersville), and Mazie Woodruff Center (Carver Road, Winston-Salem).

TEAS study manual and practice test is available for purchase from our college bookstore, or through ATI online at www.atitesting.com

1) **How do I schedule to take the TEAS at Forsyth Tech?**

    Click here to schedule your test:

    <div align="center">**TEAS Appointment Link**</div>

    If you are taking the TEAS onsite, you would go to the Cashier's Window (2nd floor of the Allman Center) and pay the test fee prior to testing. You can pay on the same day as the exam as long as it is before the test time. On your test day, you must show the receipt of your TEAS payment along with a photo ID (driver's license or student ID).
    If testing remotely, then you pay the fee 24 hours prior to the appointment to hold the appointment. You can pay either by phone or at the Cashier's Window.

2) **How and when do I find my score?**

    At the completion of your computerized test, you will be given instructions on how to access your score. You will be provided a copy of your score at that time. You can also log into ATI and access it at any time.

3) **Is the test computer-based?**
    Yes. A paper and pencil test is available only for students with documented disabilities requiring this accommodation.

4) **What if I have a documented learning disability with accommodations?**

    When you email or call the TEAS Coordinator to schedule your test, you must indicate that you have documented accommodations through Forsyth Tech's Disability Services. Any accommodations must be confirmed by Disability Services and the TEAS Coordinator must be notified prior to your test date.

Questions regarding accommodations can be directed to Disability Services in Robert L. Strickland Center, Room 2423. The TEAS Coordinator will provide test accommodations according to those guidelines confirmed by Disability Services.

5) *Can I take the test more than once?*

You will be allowed 3 attempts to take TEAS at Forsyth Tech. After the second attempt, you must wait 8 weeks to reschedule your third attempt. If you have not met the minimum score, or just want to increase your score, you are encouraged to enroll in an ACA 085 online course or remediate on your own. After the third attempt, you must wait one year from the date of your last test to be eligible to resume the TEAS testing process at Forsyth Tech.

6) *How long is my score valid?*

Two years from the date you took the test.

7) *If I want to improve my score, can I repeat sections of the TEAS?*

No, you must take the entire test each time.

8) *What is the required score for admission into the Dental Assisting program?*

Students must meet the required minimum 42% Total Score. This score will be recorded as part of the admissions ranking score.

9) *What do I do if my score was below the 42% Total Score, or I want to increase my score to be more competitive for admission?*

   a. Review your TEAS results to identify areas in which you need to improve your score.
   b. Enroll in an online section of ACA 085, a one-credit course designed to assist students to remediate specifically on areas of TEAS using a web-based tutorial program, PLATO. This program will allow you to review your basic skills and test in each area for competency.
   c. Review the TEAS study manual located in the campus libraries or purchase your own copy.
   d. Purchase the online TEAS practice assessment and check your score prior to retesting. ATI's website is www.atitesting.com.

10) *Will Forsyth Tech accept TEAS scores taken at another school?*

Yes, if you choose to take it elsewhere, **you must take the most recent TEAS version** and have a copy of your score report showing all four sections scores with the total score submitted to MAR@forsythtech.edu prior to submitting your MAR application.

Technical Standards for the Dental Assisting and Dental Hygiene Programs

Our program technical standards have been developed to help students understand nonacademic standards, skills, and performance requirements expected of a student to complete this particular curriculum.

If an accommodation is necessary to participate in the program, it is imperative to identify a reasonable accommodation to those students who qualify under the Americans with Disabilities Act (ADA). Reasonableness is determined by the Disability Services Office (DSO) and the program on a case-by-case basis utilizing the program technical standards. The accommodation needs to be in place prior to the start of the program, or it may delay your ability to start the program. It is the student's responsibility to contact the DSO and request accommodations.

Skills	Description	Specific Examples
Motor Skills	Gross and fine motor abilities to assist in the provision of safe and effective care	• Calibrate and use equipment, document care; position and move patients • Mix and dispense dental materials and perform expanded function dental procedures. • Tactile ability sufficient for assessment and treatment. • Perform functions related to dental materials as well as laboratory procedures and treatment procedures. Must have tactile sensitivity in natural fingers and strength in both hands enough to manipulate and grip small instruments and objects.
Vision	Visual ability sufficient for observation and assessment necessary in dental care.	• Observe patient responses, observe appearance and consistency of dental materials, oral findings, and determine shading and coloring of restorations. • Must be able to distinguish colors, hue, and shades of gingival tissues, teeth, and charting information for documentation.
Hearing	Ability to listen to and react promptly to instructors, patients, dental and medical providers while working in the clinical setting or gathering information for patient care.	• Listen to patient oral health concerns • Formulate a treatment plan based on patient needs and concerns • Respond promptly to emergencies/sirens • Respond promptly to the sound of malfunctioning equipment; including handpieces, ultrasonic and radiographic equipment and compressors. • Call medical and dental providers on behalf of the patient regarding health-related concerns
Technological	Basic technological abilities sufficient to be able to use a computer, dental software, and digital scanning and radiographic equipment	• Use of computer to document patient medical history and clinical findings. • Expose and develop radiographs using digital radiology equipment • Use of computer for web-based research
Communication	Communication abilities sufficient for interaction with others in verbal and written form.	• Explain treatment procedures to patients • Initiate preventative oral health education • Document and interpret treatment rendered with clinical findings. • Communicate effectively, respectfully and efficiently with peers, faculty, supervisors, other professionals and patients. • Students are expected to be able to effectively

		communicate verbally and non- verbally. This requires the ability to see, speak, hear, read, write, and effectively utilize the English language. • Auditory ability sufficient to monitor and assess health needs and communicate with patients and other members of the oral health care team.
Critical Thinking/ Problem Solving	Critical thinking ability sufficient for clinical judgment.	• Student must be able to identify cause – effect relationships in clinical situations • Collect and analyze clinical and radiographic data to aid in problem solving • Assist in the development of dental treatment plans • Assimilate knowledge from lecture, laboratory and clinical areas. • Retain factual information and use it appropriately. • Demonstrate sufficient observation skills to collect data on client treatment and assure patient safety during operative procedures. • Anticipate dentist and/or patient needs before, during, and after procedure.
Interpersonal Skills	Interpersonal abilities sufficient to interact with individuals, families, groups, etc., from a variety of social, emotional, cultural and intellectual backgrounds	• Student shall establish rapport with dentist, patients, and members of the community, other health care professionals and dental team members. • Demonstrate patience and empathy with patient. • Must be able to be aware of your own tone and pitch of voice, body language, and being aware of one's self image and how you are portraying yourself.
Environmental Tolerance	Ability to sit or stand for long periods of time in small spaces	• Sit or stand in small clinical spaces and laboratory areas. • Ability to tolerate high frequency noises associated with a dental handpiece and ultrasonic equipment. • Ability to tolerate the smell of and possible exposure to dental materials and cleaning agents
Mobility	Physical abilities sufficient to move from room to room and maneuver in small spaces; stand and walk for extensive periods of time.	• Move around small clinical space, room to room, laboratory areas, and equipment. Ability to keep balance while standing or sitting, stretch, bend, turn or squat as the need arises. • Perform multiple activities. Must be able to sit in a fixed position for an extended amount of time while assisting with dental procedures. • Must be able to fit and sit appropriately in the dental stool or chair that can be raised at the appropriate level for assistant or operator (4"-6" above operator's head, must be able to place stool waist bar at appropriate area for balance).
Weight Bearing	Ability to lift and manipulate/move 45-50 pounds daily.	• Position patients and move equipment and/or supplies.
Cognitive and Intellectual Abilities	Ability to be oriented to time, place and person; organize responsibilities and decisions.	• Student shall assess patient complaints and oral conditions and be able to assimilate and communicate information to other members of the treatment team. • Modify behavior/performance in the classroom or clinic after feedback from instructor or clinical supervisor. • Show problem-solving ability sufficient to organize and

		complete multiple tasks accurately and within assigned time frames.
		• Independently initiate routine tasks
		• Respond independently and quickly to emergency situations.
		• Comprehend three-dimensional relationships as in anatomical relations.
		• Understand spatial relationships of structures.
		• Comprehend and apply clinical instructions given by department personnel.
		• Ability to remember and re-call a large amount of information.
		• Ability to apply critical thinking skills and regard to obtaining adequate clinical history from the patient record and documenting that information with exam findings.
		• Deal with abstract and concrete variables, define problems, collect data, establish facts and draw valid conclusions.
Behavioral/Social Skills	Exhibits mature, sensitive, and effective relationships with patients, peers, faculty, supervisors, and other professionals	• Exercise sound judgment, complete assessment, and develop sensitive and interpersonal relationships with patients. • Flexibility to function under stress and deal with patients and others who may be experiencing stress. • Tolerate physically taxing workloads. • Adapt to changing environments and flexible schedules. • Display behavior of: -compassion, empathy, integrity, concern for others, interest, respect and motivation, and have emotional stability. • Ability to cope in stressful situations calmly and respectably with patients and other staff members.

This document is intended to serve as a guide regarding the physical, emotional, intellectual and psychosocial expectations placed on a student. This document cannot include every conceivable action, task, ability or behavior that may be expected of a student. Meeting these technical standards does not guarantee employment in this field upon graduation. Ability to meet the program's technical standards does not guarantee a student's eligibility for any licensure, certification exam, or successful completion of the degree program