Expanded Duty
Dental Assisting

Admissions Procedures and Qualification Criteria
2017-2018

Revised 7/20/17
York Technical College issues this booklet for the purpose of furnishing all interested persons with information about the admissions process for the Expanded Duty Dental Assisting program. Although every effort is made to keep this information as current as possible, policy statements in this booklet are subject to change without notice and may not be regarded in the nature of binding obligations on the College. For further information, please contact:

York Technical College  
Office of Admissions  
(803) 327-8008 within the local dialing area  
(800) 922-TECH (toll-free) inside South Carolina

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EXPANDED DUTY DENTAL ASSISTING
DIPLOMA
At York Technical College

The Expanded Duty Dental Assisting Program prepares the student to become an essential member of the dental team. The student learns current infection control practices, concepts of four-handed dentistry, radiography techniques and techniques for providing preventive oral hygiene services.

The Expanded Duty Dental Assisting Program is accredited by the American Dental Association, Commission on Dental Accreditation. This credential assures that the graduate is qualified to perform expanded functions as authorized by the South Carolina State Dental Practice Act. Upon completion of the program, graduates are eligible for certification through the Dental Assisting National Board Examination. After successful completion of this examination, the graduates are entitled to use the abbreviation C.D.A. (Certified Dental Assistant) after their name.

Graduates may seek employment in private practices, military installations, hospitals, nursing homes, dental school clinics, and public health facilities. The current demand for trained dental assistants in four-handed dentistry exceeds the supply.

Polices on Bloodborne and Infectious Disease

Infectious disease transmission can pose significant concerns in the dental workplace. All dental healthcare workers must understand the basic principles of disease transmission infection control and safety to minimize the risks associated with exposure to biohazardous agents. To ensure an understanding of the risks presented and to implement safe work practices, federal regulations require that all healthcare professionals participate in specific training in infection control practices for exposure to and handling of biohazardous materials. Upon entering Dental Health Professions, the students are given a training session that includes, but is not limited to, an explanation of the Bloodborne Pathogens Standard, the Exposure Control Plan, hazard communication, engineering controls, work practice controls and personal protective equipment. The Exposure Control Plan and the Bloodborne Pathogen standard are available to all students, faculty and staff in the Programs’ Policy Manuals.
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Dear Student:

Welcome to York Technical College, and thank you for your interest in the Expanded Duty Dental Assisting (EDDA) program. The purpose of this information is to clarify the application process, identify the Expanded Duty Dental Assisting program qualification requirements, and explain how the qualified applicant waiting list is managed.

There is a great demand for medical professionals in our workforce today. Many people realize that a Dental Assisting career would not only offer many job choices and a good salary, but it would also provide the personal satisfaction of serving and caring for others.

For these reasons, there are many students interested in pursuing the Expanded Duty Dental Assisting diploma program. The Expanded Duty Dental Assisting (EDDA) program can accommodate only a limited number of students each year in order to provide the highest quality education. Therefore, the Counseling and Support Services (CASS) Department maintains a first-qualified, first-served list of students for the Expanded Duty Dental Assisting diploma program. Your immediate goal should be to qualify and place your name on this list of qualified students as quickly as possible. This document will provide clear and specific instructions to help you understand exactly what you need to do from the point of application to the point of program entry.

It is your responsibility to read and understand the contents of this document. It is also your responsibility to contact a CASS Counselor or your academic advisor for assistance should you have questions or need clarification on any of the content in this pamphlet at any time during the process of qualifying and enrolling in the Expanded Duty Dental Assisting (EDDA) program.

Thank you again for your interest in and for choosing York Technical College to achieve your educational goals.

Sincerely,

Kerri McGuire
Counseling and Support Services Director
I. The Admissions Process for the Expanded Duty Dental Assisting (EDDA) Program at York Technical College

The Dental Assisting program is limited in enrollment, and its waiting list is processed on a first-qualified, first-served basis.


2. Submit proof of high school or GED completion. Currently enrolled high school seniors who meet all other program qualification requirements are eligible to be placed on the list of qualified applicants on a provisional basis pending the submission of evidence of a high school diploma upon graduation.

3. Take the ACCUPLACER Placement Test if necessary. Contact the Assessment Center at 803-981-7176 for testing times.

   This test may not be necessary if you submit satisfactory SAT/ACT scores or a college transcript documenting previous college credits. Contact an Enrollment Services Counselor to determine if you will need to take the ACCUPLACER Placement Test.

4. Meet with an Enrollment Services counselor to complete your admissions process. The Enrollment Services counselor will review your ACCUPLACER, COMPASS, SAT or ACT test scores, high school transcripts, and any previous college credits you may have earned, and he/she will determine if you have met the qualification requirements to be placed on the list for the EDDA program.

Initially, you will be admitted into our Pre-Dental Assisting program (Associate in Applied Science with a Goal of Expanded Duty Dental Assisting). While in Pre-Dental Assisting, you can take the General Education, or non-Dental Assisting, classes required for the Dental Assisting degree. You will not be admitted into the Dental Assisting program (Diploma in Applied Science with a Major in Expanded Duty Dental Assisting) until the fall semester that you actually begin the Dental Assisting (EDDA) classes.

If you ARE qualified for the EDDA waiting list:

You will be required to pay the Business Office a $50 NONREFUNDABLE and NONTRANSFERABLE list-processing fee in order to have your name placed on the list of qualified applicants. Students owing a past due debt to the College are not eligible to enroll. List access fees will not be accepted until the prior debt is paid in full.

If you ARE NOT qualified for the EDDA waiting list:

Your counselor will review the necessary steps for you to take in order to become eligible to have your name placed on the list of qualified applicants for the EDDA program. These steps are outlined next in Section II.

IMPORTANT: IF YOU ARE NOT QUALIFIED FOR THE EDDA WAITING LIST WHEN YOU ARE FIRST ADMITTED TO THE COLLEGE, YOU MUST RETURN TO COUNSELING AND SUPPORT SERVICES (CASS) TO ALERT A COUNSELOR AFTER YOU HAVE SPOKEN WITH YOUR ACADEMIC ADVISOR AND HAVE COMPLETED THE QUALIFICATION REQUIREMENTS FOR THE EDDA PROGRAM.
II. Qualification Requirements for the EDDA Program

To be placed on the list of qualified applicants for the EDDA program, you must provide documentation that you meet the following criteria:

1. High School or GED completion

   This can be in the form of a high school transcript, copy of your diploma, or copy of your GED certificate.

2. Completion of ONE of the following methods of qualification:

   COMPASS scores:
   Minimum Pre-Algebra 54, Reading 81, Writing 70

   ACCUPLACER scores:
   Minimum Arithmetic, 90, Elementary Alg. 57, Reading 84, Sentence Skills 75

   SAT Minimum score of 480 Critical Reading and 540 Math
   (not over 5 years old)

   ACT minimum score of 21 English and 23 Math
   (not over 5 years old)

   ASSET scores:
   Minimum Numerical 43 & Elem. Algebra 31, Reading 42, Writing 41

   “C” or better in RDG 100; MAT 150 or 032; and ENG 100

   **AND**

   Minimum EDDA program GPA of 2.00 in classes taken at York Technical College that can be applied towards the Dental Assisting program. **

**Important information for students who have been previously enrolled in the EDDA program at York Technical College:**

Like a new applicant, you must meet all qualification criteria, including the appropriate minimum GPA requirements, to place your name on the waiting list. Please be aware that any and all coursework that you have taken that can be applied towards the EDDA diploma, including EDDA courses, will be calculated into your EDDA program GPA.

3. Meet with a Counseling and Support Services Counselor to get your name placed on the qualified applicant list.

As soon as you meet qualification requirements for the EDDA program, you will need to see a Counseling and Support Services Counselor. The counselor will verify that requirements have been met and will direct you to pay the required $50 NONREFUNDABLE/NONTRANSFERABLE list processing fee. Once this has been done, your name will be placed on the list of qualified applicants for the EDDA program.
III. Maintaining Your Position on the EDDA Waiting List

Once you meet the qualification criteria and your name is placed on the EDDA waiting list, you are responsible for maintaining eligibility for the EDDA program. Please read the following steps very carefully so that you understand your responsibilities:

1. **Keep the Counseling and Support Services (CASS) Office updated on your contact information**

   While your name is on the list of qualified applicants, it is your responsibility to let us know immediately if your address or phone information changes. Otherwise, we will be unable to contact you for any reason, including offering you a seat in the next available class.

2. **Maintain at least a 2.00 GPA**

   All students must maintain a minimum GPA of 2.00 in any required courses and electives for the EDDA program in order to remain on the list of qualified applicants. Equivalent courses completed at other accredited colleges may transfer, but only courses completed at York Technical College are included in the GPA calculation. The Counseling and Support Services Office will check your GPA following each term you are on the list to verify that you remain eligible for the EDDA program. **Should your GPA fall below 2.00 at any time your name is on the list, you will no longer be eligible and your name will be removed from the list.** If this occurs, you will be notified by mail.

You may use **WebAdvisor** to determine your Dental Assisting GPA by following these directions:

- Click **Web Advisor** on the York Technical College Homepage
- Log in using your student username and password
- Click on the **Students** tab
- Under **Educational Information**, click **Program Evaluation**
- Click the drop-down box beside “What if I changed my program of study”
- Choose your **goal** program and **Submit**:
  - **Dental Assisting** = Diploma in Health Science – Expanded Duty Dental Assisting
    - Choose the latest Catalog Year and **Submit**
- Students whose **Program GPA** falls below a 2.00 at any time are no longer eligible for entry into their program. Students who are no longer qualified for their program will be notified by mail.
IV. When You Are Offered Entry Into the EDDA Program

Please note and be prepared for the following to occur when your name comes up to begin the EDDA program:

1. Notification of entry

You will be notified by first class mail that your name has come up to begin the program. When you receive your letter offering you a seat for your program, you will have two choices. **If you do not respond by either method below before the specified deadline, your name will be removed from the list.**

a. To accept your seat in the Expanded Duty Dental Assisting program, you must pay your confirmation deposit ($100) by the specified deadline to be eligible to enter the program that year. This deposit is NONREFUNDABLE and NONTRANSFERABLE and applies toward the tuition fee for your first semester. **Students owing a past due debt to the College are not eligible to enroll. Deposits will not be accepted until the prior debt is paid in full.**

b. If you wish to postpone your entry to the program, you must pay an additional non-refundable/nontransferable list processing fee ($50) by the specified deadline to keep your name on the list for the following year. If you choose this option, you must accept your seat the following year or your name will be removed from the wait list. **You have the opportunity to delay your entry only once.** If you do pay your $100 deposit but find you cannot start you may pay another $50.00 list processing fee (one time only) to remain on the top of the list. Another $100 deposit will be required to obtain entry into the next year’s class.

You are responsible for making sure that you are able to receive this information. This includes keeping us updated on any changes to your contact information. You do not want to lose your place in the class because you miss your invitation to begin.

As the start date for the fall class gets closer, it may become necessary for the Counseling and Support Services Office to attempt telephone contact with the next qualified student on the list in order to replace a student who withdraws at the last minute or fails to register for classes.

2. Pay your deposit and fulfill additional requirements before starting the EDDA program

a. You will need to submit a completed Student Health Form (available in Room A-100) to the EDDA Department Manager.

b. You must carry liability insurance and health insurance. You must submit proof of health insurance to A - Building, Room 100 or obtain one of the health insurance plans through York Tech when you register for fall semester classes at the beginning of the program.

c. Clinical facilities may require clear drug screens and/or criminal background checks before allowing students to participate in clinical rotation. If so, you will be financially responsible for these items. You may be required to have a drug screen at any time during your rotations. **You must be eligible to attend clinical at all facilities.**

d. **You must attend a mandatory EDDA program orientation to be held prior to the fall semester. Failing to attend this orientation will result in removal from the class.**

If at any point you decide that you are no longer interested in remaining on the list or in starting the EDDA program, please contact the Counseling and Support Services Office immediately.
V. Frequently Asked Questions About the EDDA Program

Q. How long is the waiting list for the Dental Assisting program?
A. Be aware that there is typically a waiting period of *approximately* 1-2 years from the time a student gets on the waiting list until the fall term that the student will actually begin the program.

Q. Can I get on the waiting list before I meet the minimum qualification requirements?
A. No. You must fully meet the qualification requirements for the EDDA program as outlined in this document before you can be placed on the list.

Q. Can I be on more than one Health and Human Services program waiting list?
A. Yes. However, you are encouraged to choose one goal and place your emphasis toward meeting that goal. All Health and Human Services programs are very different and prepare students for specific careers. It would be unwise to choose a program based solely upon which one you could gain access to first. In addition, for every program list, you must pay a NONREFUNDABLE/NONTRANSFERABLE list processing fee of $50.

Q. Will any of my Dental Assisting classes count towards the degree in Dental Hygiene?
A. No. Dental Assisting and Dental Hygiene are two very different careers that require different coursework and training. If you are unsure as to which program you should pursue based on your interests and goals, please see a Counseling and Support Services counselor.

Q. Can I be placed higher on the list if I have an advanced degree or a higher grade point average than some of the others on the list?
A. No, the waiting list is handled strictly on a first-qualified, first served basis.

Q. Do I have to be enrolled in courses to remain on the Dental Assisting waiting list?
A. No, your name will not be removed from the waiting list unless you allow your program GPA to fall below a 2.00 or request to have your name removed from the waiting list.

Q. When and how often do you start a new Dental Assisting class at York Technical College, and how long does the program last?
A. The Dental Assisting program begins once a year in the Fall semester, and lasts for 3 consecutive semesters, or 1 year.

Q. How are classes scheduled?
A. The general education classes can be taken part-time or full-time, day or evening, and a few are available through alternative delivery methods such as by internet. Once you are in your Dental Assisting classes, however, the schedule becomes much less flexible. Dental Assisting classes include campus and clinical laboratory hours. Students are required to drive to a variety of clinical agencies to complete the clinical component of the Dental Assisting courses.
V. Frequently Asked Questions About the EDDA Program (continued)

Q. What is the grading scale once I am in the Dental Assisting program?
A. The grading scale for the Dental Assisting (EDDA) classes, both coursework and clinical, is as follows: 90-100, A; 80-89, B; 70-79, C; 60-69, D; Below 60, F. Dental Assisting students must make a grade of “C” or better in each Dental Assisting course to remain in the program.

Q. Can I work while I am enrolled in the Dental Assisting program?
A. Yes, but… The Dental Assisting program is quite rigorous and demanding and includes many class hours, clinical rotations and outside assignments. Your probability of success can decrease significantly with the addition of outside work responsibilities. Once enrolled in the Dental Assisting program, you should consider limiting your work schedule to allow for the demands of the program.

Q. What types of expenses can I expect once I am in the Dental Assisting program?
A. Please see the Estimated EDDA Program Expenses sheet in the back of this document.

Q. What types of financial assistance are available to me?
A. York Technical College participates in the following programs:
- Federal Pell Grant (FPELL)
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Work-Study Program (FWS)
- Federal Academic Competitiveness Grant
- SC Need-Based Grant (SCNBG)
- LIFE Scholarship (LIFE)
- Lottery Tuition Assistance (LTA)
- Scholarships
- Special Grants and Sponsorships
- Springs Foundation Loan
- Alternative Student Loans
- Tuition Payment Plan (TPP)

To apply for other types of financial assistance, including scholarships and special grants, various applications are required. Contact the Financial Resources Office, which is located in the Student Services Building, for more information.
V. Frequently Asked Questions About the EDDA Program (continued)

Q. Once I obtain financial aid, can I be assured that I will receive it throughout my enrollment in the program?
A. Financial aid is typically awarded on an annual basis. Students are required to reapply for aid each academic year. Each type of financial aid has specific continuing eligibility guidelines that must be met. You are responsible for understanding these guidelines for each type of aid you are receiving. Those students who receive FPELL and FSEOG need to be aware of the Federal Aid Eligibility Limit. Students receiving Federal financial aid may only receive aid for one and one-half times, or 150% of the length of their academic program. This means that students enrolled in Pre-Dental Assisting (Associate in Occupational Technology with a goal of Dental Assisting) are able to receive financial aid for up to 99 attempted credit hours; however, students enrolled in the EDDA program (Diploma in Health Science with a Major in Expanded Duty Dental Assisting) are limited to receiving financial aid for only up to 70.5 attempted credit hours.

Many Pre-Dental Assisting students receiving FPELL and FSEOG want to remain actively enrolled in coursework after they have completed their general education courses and while they are waiting to start the EDDA program. These students need to be extremely careful that they do not exhaust their eligible funds prior to completion of the EDDA program.

For more information about this or other financial aid issues, please Contact the Financial Resources Office, which is located in the Student Services Building, for more information.

Q. How can I obtain more detailed information about the York Technical College Expanded Duty Dental Assisting program?
A. You may visit the EDDA information section of the York Technical College website to obtain a more comprehensive description of the program, schedule, requirements, transfer, retention and promotion policies. Follow the instructions below:
  ⇒ Go to www.yorktech.edu
  ⇒ Place cursor over current or prospective students
  ⇒ Click on Programs of Study
  ⇒ Scroll down and click on Expanded Duty Dental Assisting Diploma

Additional detailed information about our EDDA program can be found in our Catalog and Handbook. A copy of the York Technical College Catalog and Handbook can be viewed online at our website at this location http://yorktech.edu/catalogs.php.
The detailed expenses outlined below are *estimates* of the costs that can be expected while in the Expanded Duty Dental Assisting program:

<table>
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<tr>
<th>ITEMS</th>
<th>FALL</th>
<th>SPRING</th>
<th>SUMMER</th>
<th>TOTAL</th>
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<td>PRIOR TO ENTRY</td>
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<td>$100 deposit (will be applied to tuition)</td>
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<td>List Processing Fee (one time)</td>
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<td>Returning Student Fee ($30 each semester)</td>
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<td>Infection Control &amp; Lab Supplies</td>
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<td>Insurance – Health &amp; Accident (varies)</td>
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<td>Certification Exam Fees (DANB)</td>
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<td>Infection Control</td>
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<td>Eye Exam (varies)</td>
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****COST SUBJECT TO VARY EACH YEAR****

Additional costs of the Expanded Duty Dental Assisting Program may include:
- Registration fee for Continuing Education Classes
- Supplies for projects
- Film for Radiology
- Lab Transportation to clinical sites

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