



**West Kentucky Community & Technical College**  
**Dental Assisting Program**

# Application for Program Admission

Due Date:

**April 1st of the current year**

**Submit Applications to:**

**West Kentucky Community and Technical College**  
**Dental Assisting Program Admissions**  
**ATTN: Kalyn O'Daniel**  
**P.O. Box 7380**  
**Paducah, KY 42002-7380**

Disclaimer Statement: Every effort has been made to make this information accurate and current. However, KCTCS policies/procedures are subject to change due to program/curriculum/rules revisions. The program reserves the right to make changes to the information contained in this packet if and when required.



**4810 Alben Barkley Drive**  
**P.O. Box 7380**  
**Paducah, KY 42002-7380**  
Telephone: (270) 534-9200  
[westkentucky.kctcs.edu](http://westkentucky.kctcs.edu)

Revised 7/21

*WKCTC, a member of the Kentucky Community and Technical College System (KCTCS), is an equal educational and employment opportunity institution.*

Thank you for your interest in the Integrated Dental Assisting Program offered by KCTCS. This program offers a common core curriculum that leads to a career track in dental assisting or dental hygiene. Currently the only KCTCS College teaching the integrated dental hygiene curriculum is through Big Sandy Community and Technical College. This packet contains information that will assist you in completing your program application for **dental assisting through West Kentucky Community and Technical College**.

### **Dental Assisting Program Mission**

The Dental Assisting program prepares the student to function as a dental assistant under the supervision of a dentist. As a member of the dental health team, the dental assistant is responsible for providing such services as assisting the dentist with operative and surgical procedures, manipulation of dental materials, taking radiographs, providing oral health instructions and performing office management tasks.

### **Dental Assisting Program Goals**

The dental assisting program will:

- Prepare graduates to demonstrate professionalism, ethical behavior and life-long learning
- Promote advancement in teaching and learning
- Comprehensively prepare competent individuals in the current concepts of four-handed dental auxiliary utilization

### **Dental Assisting Program Information:**

The dental assisting program prepares the student to function as a dental assistant under the supervision of a dentist. As a member of the dental health team, the dental assistant is responsible for providing such services as assisting the dentist with operative and surgical procedures, manipulation of dental materials, taking radiographs, providing oral health instructions and performing office management tasks.

Dental assisting students will be awarded a Diploma in Dental Assisting from West Kentucky Community and Technical College and will be eligible to take the Dental Assisting National Board (DANB). Graduates will also be certified in radiation health and safety, coronal polishing and expanded duties (lab competency). The dental assisting curriculum includes courses in general education as well as dental assisting as required by the Commission on Dental Accreditation. The program provides comprehensive educational experiences through lectures, clinical externship rotations, laboratory and related study.

- West Kentucky Community and Technical College accepts 12 dental assisting students per year.
- Instructors are able to provide educational materials to students by way of on-line learning, (through blackboard), and on site didactic and laboratory experiences. The curriculum is web-enhanced but, requires students to be on campus for all courses.
- Combined learning experiences for dental assisting and dental hygiene students in six common core courses. These six courses have been identified as being so similar in nature that they are integrated into either program during the specified semester.
  - DAH 101 Infection Control and Medical Emergencies
  - DAH 121 Dental Sciences
  - DAH 135 Oral Radiology
  - DAH 124 Materials in Dentistry
  - DAH 131 Oral Pathology
  - DAH 235 Practice Management

Job outlook and salary information can be obtained on the following website:

<http://www.bls.gov/ooh/healthcare/dental-assistants.htm>

### **Bloodborne Pathogens:**

Students enrolled in the Dental Assisting Program will be performing exposure prone procedures and will be required to wear safety glasses, gloves, face masks and protective clothing during all laboratory and clinic activities that produce airborne particulate matter or expose students to patients during dental procedures. An exposure prone procedure is one in which there is an increased opportunity for the exchange of bloodborne pathogens between the patient and the dental health care provider because of the kind of procedure being performed. Safety policies, procedures and protocols are taught and followed according to OSHA regulations and CDC standards to provide a safe learning and patient care environment. The program policies on Bloodborne Pathogens and Infectious Disease are available to applicants upon request. Upon acceptance to the program, extensive training in this area will occur. For more information on Bloodborne Pathogens visit: <http://www.cdc.gov/mmwr/preview/mmwrhtml/rr5217a1.htm>

**It is recommended that you review the PowerPoint below:**

<https://westkentucky.kctcs.edu/education-training/media/pdfs/programs/nursing/bloodbornepathogens.pdf>

### **Additional Information:**

***Prior to enrolling in the first semester of dental assisting courses the student must:***

-Have current a CPR (Healthcare Provider Level) certification. Acceptable CPR, BLS and ACLS providers are:

- American Heart Association
- American Red Cross

\*Not all courses include the hands-on exam (online courses not accepted); check with the provider before taking a course to confirm it will be accepted by DANB.

***Proof of the following immunizations must be uploaded prior to the first day of classes in the fall semester to***

***CastleBranch:*** <https://portal.castlebranch.com/wj77>

-Current Tuberculosis Screening (TB test). This must be valid during the entire time you are in the program.

-Current immunizations against:

- TDAP (Tetanus, Diphtheria and Pertussis)
- MMR (Mumps, Measles, and Rubella)
- Varicella (Chickenpox)- 2 dose vaccine, positive titer or written documentation of having the disease from a medical professional
- COVID-19- highly recommended but not required at this time

-Pass a drug screening & background check (obtained through CastleBranch)

-Obtain the Hepatitis B vaccine\*

\*Those refusing are required to sign a declination form.

-Receive the Seasonal Influenza vaccine (between Oct 1<sup>st</sup> and January 1<sup>st</sup> of the current year) \*this is the only requirement that will be submitted after being enrolled in the dental assisting program.

### **Dental Assisting Program Technical Standards:**

Health care delivery can be characterized as the application of specific knowledge to the skillful performance of Dental Assisting technical functions. Therefore, in order to be considered for admission, all applicants should possess sufficient:

1. Visual acuity: to prepare and administer therapeutic agents and to make observations necessary for patient assessment as in taking vital signs
2. Auditory perception: to interpret verbal communication from patients and members of the health team and to assess health needs of people through the use of monitoring devices such as the stethoscope
3. Gross and fine motor coordination: to perform the delicate manual intraoral operations required of dental personnel
4. Verbal and non-verbal communication skills (speech, reading, and writing): such as are needed in classroom and clinical settings to interact with patients and professional personnel
5. Intellectual and emotional functions: to plan and implement care for individuals

## Steps to Completing the Application Packet

Step	Procedure	Date	✓
1.	Complete an application for admission to West Kentucky Community and Technical College if you are a first time student: Visit <a href="https://westkentucky.kctcs.edu/">https://westkentucky.kctcs.edu/</a> and click “Apply Now”.		
2.	Submit an application for admission to the dental assisting program (page 5). <i>Please indicate on your application if you would like to be considered for “Spirit of Bankruptcy” for previous college work. You may be eligible if you have remained out of college for a period of two or more consecutive years and completed at least 12 college credit hours with a grade point average of 2.0 or better at a KCTCS college.</i>		
3.	Submit verification of attendance at a Pre-Admission Conference. The pre-admission conferences are scheduled on Wednesday(s) of each month from September to February (December excluded) <ul style="list-style-type: none"> <li>• WKCTC – Anderson Technical Building Room 238</li> <li>• Dates for 2021-2022: September 15, October 20, November 17, January 19, February 16, and March 2 at 3:30 pm CST.</li> </ul> If you are unable to physically attend one of the scheduled pre-admission conferences, please contact Program Coordinator listed below.		
4.	Submit official transcripts for <b>all</b> colleges or universities attended ( <i>other than KCTCS colleges</i> ).  *If a student has received dual-credit from any other college/university other than a KCTCS college, West Kentucky Community and Technical College, must have an official transcript with the courses listed.  **All official college transcripts must be sent to Kalyn O’Daniel at the address listed below. Only <b>official</b> transcripts will be accepted.		
5.	Confirm that current ACT scores are on file at WKCTC.		
6.	Submit all application information to: <b>West Kentucky Community and Technical College</b> <b>Dental Assisting Program Admissions</b> <b>ATTN: Kalyn O’Daniel</b> <b>P.O. Box 7380</b> <b>Paducah, KY 42002-7380</b>		

Questions regarding your admissions information, please contact: Kalyn O’Daniel at: 270-534-3471, or email: [kalyn.odaniel@kctcs.edu](mailto:kalyn.odaniel@kctcs.edu)

**If you have questions regarding your application or the application process, please do not hesitate to contact:**

*Carrie Hopper, CDA, MS*  
**Dental Assisting Program Coordinator**  
**Phone: (270) 534-3412**  
**Email: [carrie.hopper@kctcs.edu](mailto:carrie.hopper@kctcs.edu)**

*Allison Hopkins, CDA, BIS*  
**Dental Assisting Program Faculty**  
**Phone: (270) 534-3382**  
**Email: [allison.hopkins@kctcs.edu](mailto:allison.hopkins@kctcs.edu)**

# DENTAL ASSISTING PROGRAM APPLICATION

**General Directions:** Please complete the following personal data. Illegible applications will not be processed. Applications must be postmarked by **April, 1st** to be considered.

<b>Applicant Name</b>	Last	First	MI
<b>Student ID# (if currently enrolled in classes)</b>	ID#		Date of Birth ____/____/____
<b>Applicant Address</b>	Street	City	
	State	Zip Code	
<b>Contact Numbers</b>	Home		Cell/Alternate
<b>Email Address (Required)</b>			
<b>List All Colleges/Universities Attended</b>	Name of College		
	Location		
	Dates Attended	From ____/____ to ____/____ mm/yy	
	Degree Awarded		
	Name of College		
	Location		
	Dates Attended	From ____/____ to ____/____ mm/yy	
	Degree Awarded		
<b>Official Transcripts</b>	Have you requested official transcripts from each institution listed above be sent to WKCTC (other than KCTCS)      Yes      No		
<b>Test Scores ACT</b>	ACT Composite Score. (Minimum 19 for points): _____		
Please check to determine if I am eligible for "Spirit of Bankruptcy"	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Have you ever been accepted to the WKCTC dental assisting program in the past?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, you will need to utilize the program re-admission criteria/procedures. Contact Carrie Hopper for more information. 270-534-3412 <a href="mailto:carrie.hopper@kctcs.edu">carrie.hopper@kctcs.edu</a>		
<b>Attended pre-admission conference</b>	_____ Signature of Program Coordinator/Faculty _____ Date:		

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Make copies of all forms for your files. It is the responsibility of the applicant to ensure that the application is complete and that all information has been received. All information must be included for your application to be complete. Any missing information will result in your application not being considered for admission. If you want to check if your application has been received and is complete, please contact Kalyn O'Daniel at: 270-534-3471, or email: [kalyn.odaniel@kctcs.edu](mailto:kalyn.odaniel@kctcs.edu)

## Selection Process for the Dental Assisting Program

Admission to the program is accomplished through a selective admissions process. The Admission Committee determines academic eligibility and ranks the applicants based upon the criteria. Preference may be given to applicants with:

- **ACT composite score** - 19 or above OR equivalent scores for other WKCTC assessment exams.
- **Cumulative GPA in 10 or more college credit hours** of all postsecondary education from an accredited institution with a **2.0 or higher**
- **Completion of the following courses (with a grade of C or better)** will gain preference points in the selection process:
  - BIO 135 Basic Anatomy and Physiology with Lab (**RECOMMENDED**)  
OR
  - BIO 137 Anatomy and Physiology I AND BIO 139 Anatomy and Physiology II
- **You must attend a pre-admission conference.** The pre-admission conferences are scheduled each month from September to March (December excluded) at 3:30 pm CST in the Anderson Technical Building room 238. Dates for 2021-2022 Pre-admission Conferences: September 15, October 20, November 17, January 19, February 16, and March 2 at 3:30 pm CST.

If you are unable to physically attend one of the scheduled pre-admission conferences, please contact the Program Coordinator (contact information on p. 4).

## Dental Assisting Admissions Preference Points

Applicants are awarded points in the following categories. If your GPA falls in between a category, they will NOT be rounded up to the higher points.

ACT	Points	Cum. GPA	Points
30	30	*2.0 – 2.24	5
29	29	2.25 – 2.49	9
28	28	2.50 – 2.74	13
27	27	2.75 – 2.99	17
26	26	3.0 – 3.24	24
25	25	3.25 – 3.49	32
24	24	3.50 – 3.74	40
23	23	3.75 – 4.0	48
22	22		
21	21		
20	20		
19	19		

\*Students with less than a 2.0 GPA cannot be admitted into the program

### KY resident/service area:

Status	Points
Yes	1
No	0

Courses	Grade	Points
BIO 135 <b>OR</b>	<b>A</b>	<b>5</b>
	<b>B</b>	<b>3</b>
	<b>C</b>	<b>1</b>
BIO 137 <b>and</b> 139	<b>A</b>	<b>5</b>
	<b>B</b>	<b>3</b>
	<b>C</b>	<b>1</b>

- The GPA is cumulative based on a minimum of 10 graded credit hours from an accredited college. Remedial or non-developmental coursework is not included in graded credit hours.
- Points will be awarded for ACT per table above.
- 1 point will be awarded for Kentucky residents or students in the service area as recognized by WKCTC.
- Points will be awarded to students who have completed BIO 135 **OR** BIO 137 **AND** 139. Students will earn points for highest course grade, not all three.

### Pre-requisites & General Education Course Requirements (see next page):

Digital literacy\* = \_\_\_\_\_

Course from Written/Oral Communications/

Humanities, **OR** Heritage = \_\_\_\_\_

BIO 135= \_\_\_\_\_

**OR** BIO 137 = \_\_\_\_\_ and BIO 139 = \_\_\_\_\_

### Total Scores

ACT	_____
Cum. GPA	_____
KY resident/area	_____
Course Grade	_____
Total	_____
<b>Total Possible Points: 84</b>	

\* Even though demonstration of digital literacy is not a program requirement, it is a graduation requirement and must be met prior to graduation.

# Dental Assisting Curriculum/Sequence

## Pre-requisites:

Course Number	Course Title/Area	Credit Hours
BIO 135	Basic Anatomy and Physiology with Laboratory	4
<b>OR</b>		
BIO 137	Human Anatomy and Physiology I * <b>*If the BIO 137 sequence is selected, students must also complete BIO 139 in order to meet program graduation requirements</b>	(4)
	Digital literacy course <b>OR</b> skill demonstration by competency exam	
		Total 4

## General Education Courses Required:

Course Number	Course Title/Area	Credit Hours
BIO 139	Human Anatomy and Physiology II* <b>* Only required if BIO 137 was taken to satisfy pre-requisite requirement. Recommended to take this course prior to beginning dental program courses to graduate and meet national board exam eligibility on time.</b>	(4)
	One course from Written/Oral Communications/Humanities, or Heritage	3
PSY 110	General Psychology (Recommended)	(3)
		Total 3-10

## Fall Term:

Course Number	Course Title/Area	Credit Hours
DAH 101	Infection Control and Medical Emergencies	2
DAH 121	Dental Sciences	3
DAH 135	Oral Radiology	2
DAH 124	Materials in Dentistry	2
DAS 125	Dental Assisting I	6
DAS 130	Seminar I	2
		Total 17

## Spring Term:

Course Number	Course Title/Area	Credit Hours
DAH 131	Oral Pathology	3
DAH 235	Practice Management	1
DAS 225	Dental Assisting II	2
DAS 230	Seminar II	1
DAS 245	Preventive Dentistry	2
DAS 250	Clinical Externship	5
		Total 14

**Total Credits 3 8 -45**

## PLEASE NOTE:

- It is possible to be accepted to the program without completion of pre-requisite courses listed above; however, admittance to the first semester dental courses would be contingent on completion of pre-requisite requirements.



# West Kentucky Community & Technical College

## Dental Assisting

### Estimated Program Expenses\*

Dental Assisting Kit	\$ 400.00
Uniforms	\$ 200.00
Books (estimate)	\$ 755.00 (\$533 Fall/ \$222 Spring)
PPE- varies (mask, safety glasses, gloves, etc.)	\$ 150.00
Radiation Safety Monitors – per academic year	\$ 78.00
Student Professional Membership Dues – per academic year: American Dental Assistants Association	\$ 35.00 without insurance \$45.00 with insurance
Lab manuals/supplies for various oral health presentation/printing vouchers	\$ 50.00
CPR Certification – must remain current throughout program	\$ 25.00
Background Check & Drug Screen	\$ 88.00
Medical Evaluation and Immunizations	\$ 100.00
TB Skin Test (Health Department)	\$ 25.00
Hepatitis B vaccinations	\$ 180.00
Travel to sit for board exam	\$ 75.00
Board Exam Dental Assisting National Board (CDA)	\$ 475.00
Cap and Gown	\$ 50.00
Graduation pin (optional)	\$75.00
*Tuition rate varies each semester	

**The student may be responsible for additional expenses as determined. The above list is only an *estimate*, this can change at any time and is not an all-inclusive list.**