



Dental Assistant Program Application Student Enrollment Form

Applicant Information

Full Name:

Last

First

M.I.

Address:

Street Address

Apartment/Unit #

City

State

ZIP Code

Home Phone: () _____ Cell Phone: () _____

E-mail:

Admissions Requirements and Ability to Benefit

All vocational institutions must develop, publish and fairly administer admissions standards. In doing so, CCDA must determine that applicants admitted meet such standards and can benefit from the education/training offered by our program. As an applicant, you should be aware that this 16-week Dental Assisting program is rigorous and challenging. This comprehensive program will require full participation to achieve successful results. You will have mandatory homework assignments that may require up to 4 hours per week of attention, as well as an externship requirement where you will be performing clinical treatment at the highest standards possible to ensure patient safety and clinical success.

Minimum Standards for Admission into our Dental Assisting Program

- High school diploma, GED equivalent, or Successful completion of entrance exam demonstrating competency
- current vaccination for Hepatitis B, and Tetanus

- High School Diploma Community College Degree GED
 Other

Required Documentation *(Please check the following documents and provide a copy with your application):*

- Current CPR Certification* Current Vaccination for Hepatitis B and Tetanus

**Applicants are not required to provide evidence of previously obtaining certification CPR; if a student has not yet obtained certification this course will be obtained through CCDA during the dental assisting program.*

How did you hear about Central California Dental Academy?

- Local Dental Society Flyer/Mailer Professional Publication
 Job Fair Website Friend/Relative/Other

What Form of Payment Will You be Using for Your Tuition?

- Cash Check Credit
- Combination

Are You Currently Employed?

- Yes No Part-time
- Full-time

Course Certifications and Requirements

Certificated of Completion: Upon completion of this course students will receive All California Board Approved Certifications required to obtain a position as an entry level Dental Assistant. Certificates include

- CPR Certificate
- Law and Ethics certification
- Dental Practice Act certification
- 8-Hour Infection Control certification
- Radiation Safety certification
- Coronal Polish certification.

Externship: An element of our Dental Assisting program is the completion of clinical experiences under the direct supervision of a licensed dentist.

- Students must demonstrate good communication skills: Imperative for dealing with patients and coworkers alike.
- Administrative skills: Such as how to file records and operate common dental office management software.
- Chairside manner: The appropriate manner of interacting with patients in a calming and caring way.
- How to record medical histories: A crucial task for every new patient your office will acquire.
- How to take X-rays: A common task you may be assigned to do.
- How to use dental materials: As well as understanding what they are and what they're commonly used for.

Externship Statement: CCDA will make every effort to find all eligible students a site for externship completion. The area of location is not guaranteed nor can CCDA guarantee the externship site and student will be a good fit. Any type of employment opportunities is solely up to the externship site and is not guaranteed or required of an externship site. It is the responsibility of the student to complete the clinical assignments required for this course. All clinical assignments will be completed in a competent manner and in accordance with techniques and protocols taught by this program.

Acknowledgement: *My Signature below affirms that I fully understand the admission requirements set forth above and that I am fully prepared educationally and professionally to participate in this program.*

Applicants Signature

Date

Program Deposit, Fees, and Review of Institute Policies

Tuition: *Payment arrangements must be made prior to the first class. The first payment option: payment in full, or a down payment (financing option) is due when you register. The cost for the Dental Assisting Program is \$8,500.00 which includes the \$125.00 registration fee, the \$250.00 book fee and the \$125.00 scrub fee. We allow a maximum of 12 students per class at our Bakersfield campus. Places are held on a first come, first serve basis. The registration fee (\$125.00), the book fee (\$250.00), and the scrub fee (\$125.00) are due with the enrollment agreement to hold your place in the class (a down payment total of \$500.00).*

Application Deposit: *Because we only accept up to 12 students per course to ensure only the highest level of education, **a non-refundable deposit of \$500 is required with submission of this application.** This course is in high demand and seats fill up fast. Your deposit will secure a spot for you in the next available course. This Deposit will be credited toward your tuition fees.*

In-House Payment Options:

• Cash • Check • Consumer Financing Program • School Loan*

*Qualification required call CCDA for details.

• Credit Card (Visa, Mastercard, Discover, American Express)

Payment plan:

Down payment of \$500.00, 4 payments of \$2,000.00. 1st payment due at Orientation, subsequent payments due one (1) week prior to the following quarter. All payments are due one month prior to graduation.

The school will provide the following items:

• Scrubs • Protective Eyewear • Textbook • Instrument Guide • Dental Materials and equipment • Certificate of Completion • CPR Certificate • All California Board approved Certifications required to become a Dental Assistant (Law and Ethics certification, Dental Practice Act certification, 8-Hour Infection Control certification, CPR, Radiation Safety certification, and Coronal Polish certification). • A positive learning environment.

Non-refundable Items Included:

• Scrubs • Textbooks • Registration Fee

Required Entrance Examination: *As an applicant, if you do not have a high school diploma, GED or equivalent, you will be required to take an entrance exam. The entrance exam ensures that each applicant has the basic knowledge and background to be successful in the theoretical aspects of our curriculum. Specifically, an applicant must be able to take and pass a multiple-choice test on basic subject matters including English reading, writing and math.*

Payment of Program Fees: *We offer month by month or pay by module payment plans. All program fees may be paid by check or debit/credit card. A 3.6% merchant fee may be added for any credit card transaction. Your deposit will be credited toward your tuition fees. Any Scholarships or discounts offered will apply to the last module. Make all checks payable to **Central California Dental Academy.***

Payment Policy: For pay by module option, your payment is due one (1) week prior to the start date of each module. For monthly payment options, your first payment is due one (1) week prior to the start date of module one, and then by the first of each month thereafter. If payments are not received, you will be unable to attend class until your account is brought into good standing. A reminder notice will be sent via email to each student before the next payment is due. You will be given ample time to make your payment arrangement. We will do all we can to establish a no interest payment plan for each student. For those needing to extend payments beyond the length of this program, applicants are encouraged to seek personal loans or financial assistance from lending or consumer direct.

Cancellation and Refund Statement: Upon acceptance into our program, you are expected to complete all program requirements. If you are unable to perform the required work and or elect to withdraw before completion, refunds may not be issued and will be considered on a case-by-case basis. Based on 1) the legitimate reasons why an enrolled student or applicant may be unable to either start or complete their education; and 2) the reasonable expenses incurred by CCDA. **All deposits are considered non-refundable and are required to reserve an applicant's place in the program.** All cancellation and refund policies comply with applicable federal and state laws.

Attendance Policy: This comprehensive program **requires 100% attendance** with full participation to achieve successful results in the state board exam. Please be advised that any missed days of class will require a makeup date to be scheduled at the convenience of CCDA. The student will be responsible for any additional fees **accrued by CCDA in order to** provide a clinical staff member for any student needing to make up the required hours needed to graduate our program. **If a student is unable to adhere to our attendance policies and obtain 100% attendance or does not comply with our make-up policy, a certificate of competition may not be granted. This will be considered a withdraw and you will be dropped from the program.**

Progress and Academic Policy: Students who do not meet the required **100%** attendance or maintain a minimum level of understanding of procedures and skills being performed to maintain a minimum of **75%** passing grade in each module will be advised and counseled. We believe that each student will be successful in our program; however, it is very important to acknowledge that this program is both rigorous and challenging. It requires a tremendous commitment of time, focus, and engagement. Our staff is committed to helping those students that may need additional attention to ensure their successful completion of this program. Students who are having difficulty and require addition tutoring during any module or cannot pass each module successfully will be remediated and tutored as needed. Students needing remediation may accrue additional expenses. **For any student, unable to maintain a 75% passing grade after remediation and tutoring have taken place; and all efforts of CCDA staff have been exhausted, the student may be terminated from this program. At the discretion of CCDA's Program Director, students may be offered additional remediation beyond the length of the program for an additional fee.**

Anti-Defamation Policy: Student/Client agrees not to attack/criticize Central California Dental Academy (CCDA) and any of its employees, associates, or partners publicly (on public forms, blogs, social network sites etc.) at any time during or subsequent to graduation in a way which brings a bad name to the company or its employees, associates, or partners. In the case of breach of this clause student/client may be liable for damages.

State Board Examinations: An applicant must complete the required education and/or work experience and required courses prior to applying to the Dental Board of California to take the written licensure exam to

become a California Registered Dental Assistant. The Board shall give credit toward the work experience referred to in this section to persons who have graduated from a dental assisting program in a postsecondary institution approved by the Department of Education or in a secondary institution, regional occupational center, or regional occupational program, that are not, however, approved by the Board pursuant to subdivision (a). The credit shall equal the total weeks spent in classroom training and internship on a week-for-week basis.

Information from the Dental Board of California website on applying for state board examination:

Applicants must submit both of the following:

A completed Certification of Work Experience as a Dental Assistant (RDA3) form. **Copies of this form will not be accepted.**

A completed Certification of Non-Approved Dental Assisting Program Completion (RDA4) form is acceptable proof. This form must be signed and dated after the date of graduation, with the school seal affixed. **Copies of this form will not be accepted.**

Each applicant for RDA licensure shall provide evidence of having successfully completed Board-approved courses in radiation safety and coronal polishing.

Each applicant for RDA licensure shall provide evidence of having successfully completed within five years prior to application, Board-approved courses in the California Dental Practice Act, an 8-hour Board-approved Infection Control course, and a course in basic life support by the American Red Cross or the American Heart Association, or any other course approved by the Board as equivalent.

Each applicant for RDA licensure shall demonstrate satisfactory performance on the Registered Dental Assistant Combined Written and Law and Ethics Examination.

Fingerprint clearances from both the Department of Justice (DOJ) and the Federal Bureau of Investigation is required for licensure. Applicants will need to download the Live Scan form, complete it and take it to a Live Scan service location. The Live Scan service location will require you to pay a fee. Your fingerprints will be taken electronically, without ink, and transmitted to the California DOJ. Finally, the DOJ will send their report to the Dental Board. Usually, the report is received within seven days. There is a low rate of rejections with this method. If you use Live Scan, you are not required to submit \$49.00 fee to the Dental Board.

Release of Liability: I agree that I am responsible for the outcome of my California State board exam, and release and hold harmless Central California Dental Academy (CCDA), any of its employees, associates, or partners from any liability which may arise due to the outcome of the California State Board examiners decision.

Student Acknowledgement of Policies: I _____, have read and understand the policies set forth by Central California Dental Academy (CCDA). My signature below affirms that I am fully prepared to participate and abide by all policies and regulations described above. My signature affirms that I will commit myself to be fully present and fully engaged though out the entirety of the RDAEF2 program.

Students Signature Date

Witness Signature Date

Program Schedule and Location: Hours of operation will be Monday: Online virtual learning environment (same hours as on-campus): focus is didactic and assessment. Tuesday and Wednesday: On-campus 8:30 am –

2:30 pm focus is lab, sim-lab and pre-clinical. Wednesday: Online virtual learning environment (same hours as on-campus): focus is didactic and assessment Thursday and Friday: On-campus (8:30 am – 2:30 pm focus is lab, sim-lab and pre-clinical. Evenings Courses from 6:00pm-10:00pm. Online learning virtual learning and lab days are subject to change. Ample notice will be given prior to start of program. All courses will be held at 2540 G Street, Bakersfield CA. 93301.

Additional Enrollment Forms, Documentation and Orientation: After submission of application and deposit acceptance, the student will be scheduled to meet with a dedicated **CCDA** staff member to review application and enrollment forms via phone interview. We will discuss all policies, program scheduling, and answer any questions you may have. All applicants will be given a required entrance exam. Applicants are accepted on a first-come-first served basis. You are encouraged to apply as soon as possible to ensure a successful and timely processing of your application. When class is full, applicants will be notified and offered to be placed on a waiting list for the next course. An orientation will be given on the first day of class. All program requirements for attendance, grades, lab, and clinical requirements will be reviewed, along with any other program elements.

Photography: Photographing, recording or videotaping any **CCDA** continuing education program is not allowed without advance written permission from the Director of the program. From time to time, a photographer may be present and taking photographs of various courses, instructors, and attendees for marketing and advertising purposes. Please indicate below whether you give permission to CCDA to use any photos that may contain your picture below.

Yes, I give CCDA permission to use a photo or video that I am present in for advertising purposes only.

No, I do not give CCDA permission to use a photo or video that I am present in for advertising purposes only.

Students Signature

Date

Application and Tuition Submission: Upon completion of this application form, please submit the original copies with the required documents defined on page two, along with your non-refundable deposit to:

Central California Dental Academy
P.O Box 5793
Bakersfield, CA. 93388

After receipt of your application and deposit acceptance, the student will be scheduled to meet with a dedicated **CCDA** staff member to review his/her application and enrollment forms. We will discuss all policies and program scheduling, tour the facility where all enrollees will attend and answer any questions you may have. All applicants will be given a required entrance exam. Applicants are accepted on a first-come-first served basis. You are encouraged to apply as soon as possible to ensure a successful and timely processing of your application. When class is full, applicants will be notified and offered to be placed on a waiting list for the next available course.

Questions: If you have any questions regarding this application or any other course offered by CCDA, please do not hesitate to call us at (661)- 372-0175 or email us at ccda2017@gmail.com.