

DENTAL ASSISTING PROGRAM



APPLICATION PACKET 2021-2022

Submit information to:
WESTERN TECHNOLOGY CENTER
c/o Cheri Lou Gastineau
P.O. Box 1469, 621 Sooner Drive
Burns Flat, OK 73624
Ph. 580.562.3181 x. 280
cgastineau@westtech.edu

Program Director
Kelly Pease
2605 E. Main
Weatherford, OK 73096
Ph. 580.772.0294 x.125
kpease@westtech.edu

Accreditation

The Dental Assisting Program is accredited by the Commission on Dental Accreditation. The commission is a specialized accrediting body recognized by the United State Department of Education. The Commission on Dental Accreditation can be contacted at 312.440.4653 or at 211 East Chicago Avenue, Chicago, IL 60611.

www.ada.org/coda

STEP-BY-STEP APPLICATION PROCESS
Dental Assisting (DA) Program

Step 1	<p>Information: obtain a DA application packet from the counselor at the main campus in Burns Flat. 580-562-3181 ext. 280</p> <p>Read over required information</p> <ul style="list-style-type: none"> ▪ Cost ▪ Documentation ▪ 1050 Program Hours, 300 hours at offsite clinical rotation ▪ Transportation
Step 2	<p>Testing Registration: obtain a testing date from the counselor at the main campus in Burns Flat. 580-562-3181 ext. 280</p>
Step 3	<p>Take Assessment Test: at the Burns Flat Campus, submission of scores will be included with your application.</p> <p>Ph. # (580)562-3181 Fax # (580)562-4476</p> <p style="text-align: right;">\$10.00 fee</p>
Step 4	<p>Submit Application: To:</p> <p>Bring Completed Application Western Technology Center On day of assessment testing c/o Cheri Lou Gastineau-Counselor P.O. Box 1469, 621 Sooner Dr. Burns Flat, OK 73624</p> <p>Required Documentation:</p> <ul style="list-style-type: none"> ▪ Official copy of High School Diploma or GED ▪ Employment record (if applicable) ▪ Official college transcript (if applicable) ▪ Proof of Observation (pg.10) ▪ Immunization record ▪ Certified Background Check (www.castlebranch.com) \$35.00 ▪ TB results (free at Health Dept.)
Step 5	<p>Financial Aid: obtain financial aid application from the director at the main campus in Burns Flat (580) 562-3181 ext. 279 or enter your FAFSA electronically at www.fafsa.ed.gov. Western Technology Center School Code: 010762.</p>
Step 6	<p>First Day of Class: If you are not present on the first day of class and have not notified the faculty of your inability to be present, your position will be filled from the alternate list of applicants.</p> <p>Notification: The application needs to be at the Burns Flat campus with Mrs. Gastineau no later than Thursday, July 8, 2021. The selection process will begin on July 9, 2021. The admission committee will review the applications and the top six applicants with the highest number of points will be admitted into the program. All applicants that complete the application process will be notified by letter or phone call concerning their status; accepted, not accepted, or on the alternate list.</p>



WESTERN TECHNOLOGY CENTER
DENTAL ASSISTING PROGRAM
2605 EAST MAIN, DENTAL BLDG.
WEATHERFORD, OK 73096

GENERAL INFORMATION

Fully complete application and provide required documentation. Failure to fully complete application will result in no consideration for admission to the Dental Assisting Program.

The Dental Assisting Program is an accredited program by the:

Commission on Dental Accreditation 211 E. Chicago Ave. Chicago, IL 60611

www.ada.org/coda

ENROLLMENT DATES:

Class begins August 10, 2020 Applications for the 2021-2022 class will be accepted beginning now until Thursday, July 8, 2021; the class selection begins on **July 9, 2021**. Applications must be in at WTC prior to this date.

PRE-ENTRANCE TESTS:

You must take Western Technology Center's pre-entrance tests. Testing is scheduled monthly. If you cannot test on the date assigned to you, you must notify us before the test.

SELECTION PROCESS:

The selection of applicants is on a point system. You will receive points for employment history, completed specified courses in science subjects, select current certifications, dental observation hours and test scores. The applicants receiving the most points is accepted into the program. **Six students will be accepted annually, and the next 6 applicants go on an alternate list.** If anyone drops from the class before class starts in August, the first alternate of applicants is notified to fill that spot. All applicants that complete the application process is notified by letter concerning their status; accepted, not accepted, or on the alternate list.

SELECTION COMMITTEE: Penny Berry; Assistant Superintendent - Director of Instruction, Kelly Pease; Program Director, and Cheri Gastineau; School Counselor.

LENGTH OF THE COURSE:

The course is ten months long from August until May 1050 hour course; 300 hours will include clinical site rotations in dental offices that are in Western Oklahoma. Class will follow the Western Technology Centers school calendar.

FINANCIAL ASSISTANCE

Western Technology Center is approved for benefits from: Department of Rehabilitative Services, Workforce Investment Act, BIA Tribal Education Assistance and Pell Grants for financial assistance. For specific information, please contact the Financial Aid Officer, Burns Flat campus, 580-562-3181 ext. 279.

Voc. - Rehab, WIA, Work Study, Tribal Agencies, ORO Development Corporation and PELL Grants. Contact Financial Aid at WTC 580.562.3181 ext. 279.

NOTE:

We only keep applications on file for the year in which you applied. If you are not accepted for the school year that you applied for and want to be considered for the next class, you will need to reapply.

It is the policy of the Western Technology Center to provide equal opportunities without regard to race, color, national origin, gender, age, religion, qualified handicap, or veteran status in its education programs and activities. This includes, but is not limited to admissions, educational services, financial aid, and employment. Inquiries concerning the applications of this policy may be referred to Compliance Coordinators: Jeff Lewallen, and Jaime Partain of Title IX, and Section 504 responsibilities, Western Technology Center, P.O. Box 1469, Burns Flat, Oklahoma 73624, (580) 562-3181.

PROGRAM GOALS:

1. To continue good communications internally and externally within the industry.
2. To provide the student with the necessary skills, knowledge, attitudes and professionalism to be successfully employed in the dental health care field or related professions.
3. To continue developing effective partnerships within the dental communities of the dental assisting students.
4. Learning skills to provide excellent patient care, safe pt. care including awareness of infectious disease prevention, pt. education.

EMPLOYMENT OPPORTUNITIES:

- Dental Receptionist
 - Dental Assistant
- Dental Supply Sales Representative
 - Sterilization Assistant
- Oral & Maxillofacial Surgeon Assistant

COLLEGE OPPORTUNITIES:

- Dental Hygienist
 - Dentist
- Dental Specialist



www.castlebranch.com

STUDENT INSTRUCTIONS FOR WESTERN TECHNOLOGY CENTER

DENTAL ASSISTING

\$35.00

About CertifiedProfile.com

CertifiedProfile is a secure platform that allows you to order your background check online. Once you have placed your order, you may use your login to access additional features of **CertifiedProfile**, including document storage, portfolio builders and reference tools. **CertifiedProfile** also allows you to upload any additional documents required by your school. Background check results are posted to **CertifiedProfile** upon completion.

Order Summary

- **Required Personal Information** - In addition to entering your full name and date of birth, you will be asked for your social security number, current address, phone number and email address.
- **Payment Information** - At the end of the online order process, you will be prompted to enter your Visa or Mastercard information. Money orders are also accepted but will result in a \$10 fee and an additional turnaround time.

Place Your Order

Go to www.castlebranch.com click on “**Place Order**” then enter package code: **WB46** You will then be directed to set up your **CertifiedProfile** account. **\$35.00**

View Your Results

Your results will be posted directly to your **CertifiedProfile** account. You will be notified if there is any missing information needed in order to process your order. Although 95% of background check results are completed within 3-5 business days, some results may take longer. Your order will show as “**In Process**” until it has been completed in its entirety. Your school's administrator can also securely view your results online with their unique username and password.

If you have any additional questions, please contact Student Support at (888) 666-7788 Ext. 1 or email: studentservices@certifiedprofile.com.



COST
Dental Assisting
2021-2022

Costs are subject to change

	Pay to WTC	Pay to Vendor	Amount	Supplies
1st SEMESTER				
Tuition for 525 hours	\$1,050			
Book: Modern Dental Assisting 11th Edition	\$177			
Radiation Badge	\$20			
Student Fees:				
ADAA Membership with insurance		ADAA	\$45	
Equipment & Supplies				
Face Shield	\$26			
Goggles	\$15			
12-pack Sharpies Ultra Fine Original colors		Your choice:		\$18
1-3" binder, 2-2" binders (3 ring binders)				\$3
8 G Flash Drive				\$8
1 box Kleenex				\$2
1 lg. bottle of Alcohol Hand Sanitizer				\$2
Index Cards 3x5				\$2
4-Sets of Scrubs				\$200
Lab Jacket				\$35
Undershirts				\$25
New (clinic only) tennis shoes				\$75
Ankle high socks				\$12
3-Highlighters				\$3
				(Total Supplies) \$385
TOTAL FOR 1ST SEMESTER =				\$1718.00
2ND SEMESTER				
Tuition for 525 hours	\$1,050			
Oklahoma Board of Dentistry for licensures	Due January 1 \$50 May 20 \$40	OK Board of Dentistry	\$90	
CDA Exam/Certified Dental Assisting Testing Fee		RHS=\$270 ICE=\$270 GC=\$270		
OK Board of Dentistry Nitrous Course		Due March 1 \$300		
TOTAL FOR 2ND SEMESTER=				\$2,250.00
GRAND TOTAL FOR YEAR				\$3,968.00

You can receive points for the following:

COMPLETED STUDY IN THE HEALTH FIELD

- A. Completed short-term class and/or certificate (8 to 30 hours) = 1 point each
Example: CPR/First Aid
- B. Completed intermediate-term class and/or certificate (31 to 80 hours) = 2 points each
Example: CNA, CMA, HHA
- C. Completed long-term class and/or certificate (81-200 hours or over) = 3 points each
Example: EMT, HCC
- D. Verified employment in a dental office or the dental field = 4 points for each year of experience
- E. Any Board of Dentistry certificates you have obtained = 5 points each

You **must provide CURRENT** certificate for any of the above points.

COLLEGE COURSES 2 POINTS EACH

- Anatomy & Physiology
- Nutrition
- General or Developmental Psychology
- Microbiology
- Medical Terminology
- Any course that is related to science or health.

You **must provide** proof of having completed the course (an official transcript) and received at least a “C” in the course before receiving points.

Other certificates, courses, community activities, high school achievements and life-long learning experiences will be reviewed individually by the Dental Assisting faculty.

Name: _____

DENTAL ASSISTING APPLICANT RUBRIC

of Points

_____	Study in the health field/ <u><i>Current</i></u> Certifications in Health Field: 1-3 points. (Maximum # of point 12), CNA, CPR, First Aid, EMT, HHA, CMA, HCC,
_____	Documentation of tour and meeting with Mrs. Pease, Dental Assisting Program Director. (5 points)
_____	Observation: 3-points for 1-4 hours, 5-points for 5-9 hours, 7-points for 10-14 hours, 10 points for anything over 14 hours.
_____	Work Keys Curriculum Placement Test in Applied Math
_____	Work Keys Curriculum Placement Test in Work-Place Documents
_____	Current Dental Certificates: any <u><i>current</i></u> Board of Dentistry Certifications will = 5 points; (Maximum # of 15 points).
_____	<u><i>Official</i></u> Copy of College Transcript: 2 points per course with a C or better grade/ Anatomy & Physiology, Nutrition, General or Developmental Psychology, Microbiology, or Medical Terminology. (Maximum # of 14 points)
_____	Certified Background Check: (8 points)
_____	<u><i>Official</i></u> Copy of High School Transcript or GED: (5 points)
_____	Immunization Record: (5 points)
_____	TB Test Results: (5 points)
_____	Copy of COVID vaccination (7 points).
_____	TOTAL POINTS Maximum Points Possible: 100

Deadline will be July 8, 2021.

We will send letter and a phone call of confirmation if you have been accepted into the program after July 9. We will also send information about financial assistance.

Kelly Pease, BS, CDA, CPFDA
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Weatherford, OK 73096
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kpease@westtech.edu

