

**Wisconsin Indianhead Technical College**  
**FY20 (2019-20) Dental Assistant Program (Transfer Track)**

The following is additional information about the WITC's Dental Assistant (DA) program.  
This information supplements the program webpage and district catalog.

**Degree: One-Year Technical Diploma**

**A. DENTAL ASSISTANT PROGRAM - 33 semester credits**

**PROGRAM DIRECTOR**

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**PROGRAM LOCATIONS**

WITC-Rice Lake

**CLINICAL LOCATIONS**

WITC district, to be determined

There is no time limit for course transferability, but a competency examination may be required to determine level of knowledge. Please be advised that there may be a waiting list. You can obtain application materials by contacting the Admission Advisor.

**B. ADDITIONAL ADMISSION PROCESS REQUIREMENTS**---Due to the limited availability of space, transfer students are admitted on a space-available basis only. If space is available, you will be contacted as to what additional documentation must be provided to complete your transfer and course registration. Transfers are handled on a first-come, first-served basis as the student completes the following:

- 1) Submits official college transcripts and associated materials to WITC-Rice Lake, ATTN: Sara Eckstein, 1900 College Dr., Rice Lake, WI 54868.
- 2) Completes the application to WITC for semester determination based on your transcript evaluation. Include a \$30 NONREFUNDABLE fee with your completed application. Any student admitted into a Dental Assistant program within the Wisconsin Technical College System (WTCS) will receive reciprocity for admission at any other WTCS DA program. The student is responsible for submitting a copy of their previous admission information.
- 3) Complete admissions meeting with a WITC counselor (academic admission requirements apply).
- 4) Review and sign Background Check Disclosure
- 5) Review and sign Functional Abilities Disclosure
- 6) The DA Program Director will assist you to complete final details of your transfer as needed.

Wisconsin Indianhead Technical College does not discriminate on the basis of race, color, religion, sex, national origin, age, disability or status in any group protected by state or local law in employment, admissions or its programs or activities. The following person has been designated to handle inquiries regarding the College's nondiscrimination policies: Amanda Gohde, Director, Human Resources, Administrative Office, 505 Pine Ridge Drive, Shell Lake WI 54871, 715-468-2815 ext. 2240, Wisconsin Relay TTY:711, [amanda.gohde@witc.edu](mailto:amanda.gohde@witc.edu).

Upon admission to the Dental Assistant program, you will need to:

1. Submit Background Check fee
2. Have an acceptable Wisconsin Caregiver Background Check, National Criminal Background Check, Minnesota Caregiver Background Check (if applicable), and other states, if applicable
3. Pass a physical exam, have current immunizations, and demonstrate negative status for tuberculosis (Tb)
4. Possess current certification of "CPR for Healthcare Providers" or equivalent
5. Review and sign Nursing & Allied Health Division Confidentiality Statement

### **DA COURSEWORK**

DA courses are developed so that they must be taken in order. In addition, there are limits on the number of times a course may be repeated and the number of courses that can be repeated in this program. If you have failed courses or have been dismissed from another DA program, conditions may be placed on your progress in the program.

### **CLASS COMMITMENT**

The average amount of time spent in the classroom for a full-time student is approximately 32-35 hours per week. In addition to scheduled class time, students will need to spend a significant amount of time studying for each class. This represents a significant time commitment and most students find it necessary to reduce work hours during the program.

### **TRANSFER CREDIT**

Official college transcripts are required for any college coursework that has been completed. Official college transcripts must be sealed and sent from the sending institution.

### **DA PROGRAM STANDARDS**

DA students must complete all required courses with a 2.0 or better. In addition, all DA (508-xxx) courses must be passed with a satisfactory performance in professionalism components, clinical, and observation requirements. A DA student may repeat a core course only **once**. In addition, students enrolled in the DA program may repeat only **two** core courses in the program during their progress toward graduation.

### **COMPUTER NEEDS**

Since all Dental Assistant courses include a web-based component, students are required to have computer and internet access.

### **ACCREDITATION**

The program in dental assisting is accredited by the Commission on Dental Accreditation [*and has been granted the accreditation status of "approval without reporting requirements"*]. The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at (312) 440-4653 or at 211 East Chicago Avenue, Chicago, IL 60611. The Commission's web address is: <http://www.ada.org/100.aspx>

### **GRADUATE SALARY EXPECTATIONS**

Graduates earn between \$25,868-\$38,477 annually. The most recent graduate follow-up study indicates the average yearly salary to be \$32,745.

**FY20 (2019-20)**  
**Checklist for TRANSFER into Dental Assistant Program**

**Step 1:** Submit official **transcripts from colleges previously attended**. The transcript must be evaluated by CFPL staff to determine semester placement. Once semester placement has been established, the transfer student may apply for admission to that semester. Application requirements include:

- \_\_\_\_\_ WITC **application** for the DA program including the one-time \$30 application fee (fee waiver may apply if previously submitted). Any student admitted into a Dental Assistant program within the Wisconsin Technical College System (WTCS) will receive reciprocity for admission at any other WTCS DA program. The student is responsible for submitting a copy of their previous admission information.
- \_\_\_\_\_ Provide an official **high school transcript** or equivalent (HSED/GED). Current HS seniors must provide both a current high school transcript and a final transcript with confer date.
- \_\_\_\_\_ Review and sign Background Check **Disclosure**
- \_\_\_\_\_ Review and sign the Functional Ability **Disclosure**
- \_\_\_\_\_ **Admissions meeting** with WITC counselor

Because space in the Dental Assistant program is limited, transfer students will be admitted as space is available.

*Will be collected by the DA Program Administrator before the first day of starting semester:*

- \_\_\_\_\_ Submit Background Check fee
- \_\_\_\_\_ Have an acceptable Wisconsin Caregiver Background Check, National Criminal Background Check, Minnesota Caregiver Background Check (if applicable), and other states, if applicable
- \_\_\_\_\_ Pass a physical exam, have current immunizations, and demonstrate negative status for tuberculosis (Tb)
- \_\_\_\_\_ Possess current certification of "CPR for Healthcare Providers" or equivalent
- \_\_\_\_\_ Review and sign Nursing & Allied Health Division Confidentiality Statement
- \_\_\_\_\_ Review and sign Dental Office Visit form
- \_\_\_\_\_ Review and sign Dental Assistant Program Permission form

**FY20 (2019-20)****DENTAL ASSISTANT PROGRAM****Prices listed are approximate costs and subject to change**

Application	\$30.00
Uniforms	\$150.00
Equipment	\$400.00
Includes: RINN XPC-ORA, Nitrile Gloves, Uniforms, Protective Eyewear, Typodont, BP Cuff & Stethoscope	
Textbooks (DA occupational specific courses)	\$890.00
WI Caregiver Background Check	\$10.00
MN Caregiver Background Check	\$29.10
National Criminal Background Check	\$52.00
PROGRAM/COURSE PREREQUISITES	
CPR for Health Care Provider (AHA)	\$51.59
SUMMER TERM - TUITION/FEES	
10-801-196 Oral/Interpersonal Communication	\$441.75
FIRST TERM - TUITION/FEES: \$2,750.50	
10-508-101 Dental Health Safety	\$177.25
10-508-103 Dental Radiography	\$354.50
10-508-113 Dental Materials	\$354.50
10-508-304 Dental & General Anatomy	\$296.00
31-508-302 Dental Chairside	\$886.25
31-508-306 Dental Assistant Clinical	\$531.75
31-508-307 Dental Assistant Professional	\$150.25
SECOND TERM - TUITION/FEES: \$2,364.50	
10-508-120 Dental Office Management	\$296.00
31-508-308 Dental Chairside Advanced	\$886.25
31-508-309 Dental Laboratory Procedures	\$709.00
31-508-310 Dental Radiography-Advanced	\$177.25
31-508-311 Dental Assistant Clinical Advanced	\$296.00
CDA Exam Fee	\$425.00
HESI Exam Fee	\$35.00
*Optional: ADAA student membership	\$35.00
<b>APPROXIMATE PROGRAM TOTAL</b>	<b>\$7,664.44</b>

Transportation costs to and from clinical agencies will vary  
 Computer, other required hardware, or upgrade costs will be discussed on an individual basis.  
 Students are responsible for additional clinical agency requirements.  
 Students are responsible for health form costs (Tb test, Immunizations, titres, exam, etc.)