



TYLER JUNIOR COLLEGE
**CERTIFIED DENTAL ASSISTANT
PROGRAM APPLICATION 2025**

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ABOUT THE PROGRAM

HIGHLIGHTS OF THE CDA PROGRAM

- Accredited by Commission on Dental Accreditation (CODA)
- Financial aid eligibility for those who qualify.
- Earn 32 hours of college credit.
- 300 hours of hands-on experience chairside
- Earn Level-1 certificate from TJC
- Option to earn an Associate in Applied Science Certified Dental Assisting
- Simulation clinical experience in lab
- 1,216-hour Program (12 Months)
- Eligibility to sit for the DANB (National exam)
- Earn Certified Dental Assisting License

CURRICULUM

The TJC Certified Dental Assisting Program is full-time for 12-months curriculum and leads to a Level 1 Certificate in Dental Assisting that will begin in the fall of each year. Enrollment is limited to accepted applicants. The application process is outlined in the Admissions Guidelines. Upon completion of the program, students will be prepared for the Dental Assisting National Board Exam (DANB) and for entry-level positions in general or specialized dental offices; dental clinics; public health; schools or research. The program provides the student with the basics for furthering his or her professional and educational needs. Graduates of the program are also provided the opportunity to earn their Associate in Applied Science in Certified Dental Assisting.

EDUCATION AND TRAINING

The dental assisting facility is part of the Robert M. Rogers Nursing & Health Sciences Center, which opened in 2015. The state-of-the-art facilities, highly trained faculty, small class sizes and community health offerings go above and beyond the best learning experience.

MISSION STATEMENT

Our mission at TJC Certified Dental Assisting Program is to cultivate skilled and compassionate dental professionals who are dedicated to excellence in professional knowledge, essential knowledge, patient centered care, and lifelong learning. Through comprehensive education and hands-on training, we empower our students to become proficient in clinical practice, critical thinking, and ethical decision-making. We are committed to fostering a supportive learning environment that nurtures personal growth, professional development, and a commitment to the highest standards of oral health care. By embracing innovation and collaboration, we strive to meet the evolving needs of the dental profession and positively impact the well-being of our communities.

ACCREDITATION

The Tyler Junior College Department of Certified Dental Assisting is accredited by the American Dental Association Commission on Dental Accreditation. The next site visit for the program is scheduled for 2024.

NATURE OF THE OCCUPATION

The dental assistant is a highly technical skilled worker who is responsible for working under the supervision of a dentist. A dental assistant provides a wide range of tasks in the dental office including but not limited to patient care, administrative duties and laboratory functions. Duties involve assisting a dentist engaged in performing general dentistry practices such as diagnostic, operative, preventive and other dental procedures during examination and treatment of patients.

EMPLOYMENT OUTLOOK

Dental assistants earn salaries equal to other health care personnel with similar training and experience such as medical assistants, physical therapy assistants, occupational therapy assistants, veterinary technicians, and pharmacy assistants. Salaries, benefits and job opportunities for licensed dental assistants vary according to experience, geographic location and dental specialty. In 2018, full-time salaries ranged from \$32,964 to \$43,105 with a 15% increase from 2017-2027 in Texas, according to the Texas Wage Information Network.

OPPORTUNITIES

Since many dentists employ two or more dental assistants, employment opportunities in this field are excellent. The types of practice settings available to dental assistants include:

- Solo dental practices
- Group practices
- Specialty practices
- Public health dentistry
- Hospital dental clinics
- Dental school clinics
- Insurance companies



ESSENTIALS TO BE A SUCCESSFUL CERTIFIED DENTAL ASSISTING STUDENT

In addition to the academic admission requirements for students entering the Certified Dental Assisting Program; the following essential functions are also expected of all students:

- Student must have intellectual, conceptual and critical thinking abilities to access, analyze, reason and synthesize data in order to draw sound conclusions and make clinical decisions. Students must be able to problem solve as well as obtain, interpret and document information.
- Students must have effective oral and written communication skills in order to accurately transmit information appropriate to the ability of dentists, patients, colleagues and other healthcare workers.
- Students must have fine motor skills sufficient to lift and operate equipment and provide safe and effective dental assisting care.
- Student must have interpersonal skills such that they are capable of interacting with individuals, families and groups from a variety of social, economic and ethnic backgrounds.
- Students must have the physical mobility necessary to move from place to place in small spaces as well as full range of motion, manual and finger dexterity.
- Student must have the physical endurance that enables them to stay on task for prolonged period while sitting, standing or moving.
- Student must have the visual and perceptual abilities sufficient for observation of patients, oral conditions, and assessments. Student must have the ability to discriminate between subtle changes in oral conditions, clinically and radio graphically. Students must process a high degree of hand-eye coordination.
- The students' auditory ability and other sensory skill must be sufficient to monitor and assess the health needs and determine the oral conditions of patients as well as maintain patient safety.
- Students must demonstrate professional attitudes and behaviors. Students must be able to use reasonable judgment under stressful conditions that impact patient care.
- Students must be able to work independently as a member of a team to maintain the highest standards in relation to quality care. Students must be able to present a professional appearance, maintain personal health, and be emotionally stable.
- Students must be able to demonstrate effective time management and patient management. Students must be able to multitask, prioritize, comprehend, and follow instructions. Students must also be able to comply with a variety of clinical and professional rules and regulations related to safe clinical practices.

Students must be able to fulfill these essential functions of the job without endangering patients or other healthcare workers. Students with disability are eligible for accommodations. Prior to the start of the program, students may contact the ADA Student Coordinator in Support Services in Potter Hall or call 903.510.2878 for an appointment.

Bloodborne Pathogen Statement:

Individuals who are involved in the provision of dental services may be exposed to bloodborne pathogens that may result in human diseases.

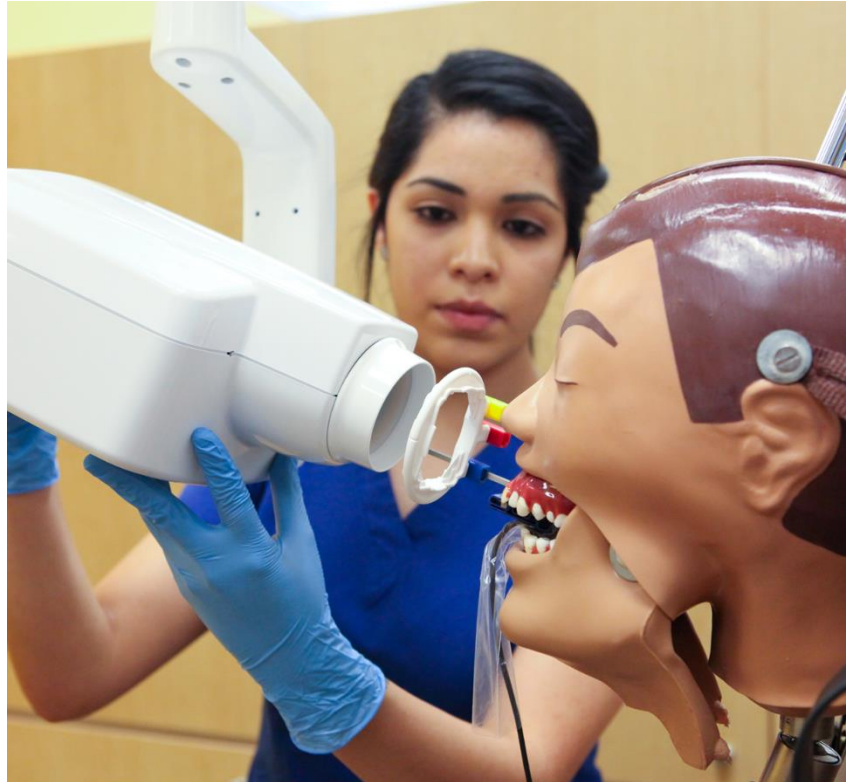
GOALS

The following goals and learning outcomes are integral to accomplish the mission of the Certified Dental Assisting Program:

1. Professional Knowledge
2. Essential Knowledge
3. Patient-Centered Care

ADDITIONAL SUPPLY AND EQUIPMENT COSTS

Each semester, our team determines the number and type of supplies necessary for our students to be prepared in the program. The cost varies from one semester to the next. We make the students aware of the expected cost by providing a student supply cost table at the first student orientation. Currently, the cost of the program supplies and equipment is estimated at \$2,000. This includes the cost of scrubs, clinical and individual supplies, instruments and equipment and the cost of licensure exams.



THIS DOES NOT include the cost of tuition and college fees, textbooks, room, board or any living expenses.

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PROGRAM COST

College Tuition and Fees

Check out the TJC website for a tuition and fees calculator,

https://www.tjc.edu/info/20019/tuition_and_cost/157/tuition_and_fee_breakdown

COURSE TRANSFERABILITY

Please refer to the College Catalog regarding transferring credits. https://www.tjc.edu/downloads/file/2575/2023-2024_catalog

CERTIFICATE OF PROFICIENCY DEGREE PLAN

2024-2025

Course Sequence:

FIRST SEMESTER	CREDIT HOURS
DNTA 1311 Dental Science	3
DNTA 1301 Dental Materials	3
DNTA 1415 Chairside Assisting	4
DNTA 1113 Emergency Management	1
DNTA 1305 Dental Radiology	3

SECOND SEMESTER	CREDIT HOURS
DNTA 1249 Dental Radiology in the Clinic	2
DNTA 1245 Preventive Dentistry	2
DNTA 2250 Advanced Dental Assisting Applications	2
DNTA 1341 Dental Laboratory Procedures	3
DNTA 1266 Practicum (or Field Experience) Dental Assisting/Assistant	2
DNTA 1347 Advanced Dental Science	3

SUMMER I	CREDIT HOURS
DNTA 1251 Dental Office Management	2
DNTA 2266 Practicum (or Field Experience) Dental Assisting/Assistant	2

Total Semester Hours: 32

All required DNTA courses must be completed with a "C" or better to receive the certificate. The TJC Certified Dental Assisting Program is accredited by the American Dental Association Commission on Dental Accreditation under the following status: "approval without reporting requirements." The Commission is a specialized body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at (312) 440- 4653 or 211 East Chicago Avenue, Chicago, IL 60611. The Commission's web address is <http://www.ada.org/en/coda>.

Graduates who successfully pass the Dental Assisting National Board examination are eligible to apply for licensure in states where they plan to practice.

ASSOCIATE OF APPLIED SCIENCE DEGREE PLAN

2024-2025

Every Associate of Applied Science degree plan must contain at least 15 semester hours of general education courses. At least one course must be taken from each of the following areas: humanities/fine arts (language, philosophy & culture/creative arts), social/behavioral science (social and behavioral sciences/American history/government/political science), and natural science/mathematics (life and physical sciences/mathematics).

Major Courses: 44

General Education Requirements: 16

Total Semester Hours: 60

Course Sequence:

FIRST SEMESTER	CREDIT HOURS
DNTA 1311 Dental Science	3
DNTA 1301 Dental Materials	3
DNTA 1415 Chairside Assisting	4
DNTA 1113 Emergency Management	1
DNTA 1305 Dental Radiology	3

SECOND SEMESTER	CREDIT HOURS
DNTA 1249 Dental Radiology in the Clinic	2
DNTA 1245 Preventive Dentistry	2
DNTA 2250 Advanced Dental Assisting Applications	2
DNTA 1341 Dental Laboratory Procedures	3
DNTA 1266 Practicum (or Field Experience) Dental Assisting/Assistant	2
DNTA 1347 Advanced Dental Science	3

SUMMER I	CREDIT HOURS
DNTA 1251 Dental Office Management	2
DNTA 2266 Practicum (or Field Experience) Dental Assisting/Assistant	2

THIRD SEMESTER	CREDIT HOURS
ENGL 1301 Composition I	3
BIOL 2404 Anatomy & Physiology	4
HPRS 1201 Introduction to Health Professions.	2
HITT 1305 Medical Terminology I	3
ITSC 1309 Integrated Software Applications I	3

FOURTH SEMESTER	CREDIT HOURS
POFM 1300 Basic Medical Coding	3
HPRS 1105 Essentials of Medical Law/Ethics for Health Professions	1
PSYC 2301 General Psychology OR SOCI 1301	3
SPCH 1315 Public Speaking OR SPCH 1321	3
xxxx x3xx Lang., Philosophy and Culture Core	3

Total Semester Hours: 60

Courses titled in **bold type** represent general education requirements.

All required DNTA courses must be completed with a "C" or better to receive the certificate. The TJC Certified Dental Assisting Program is accredited by the American Dental Association Commission on Dental Accreditation under the following status: "approval without reporting requirements." The Commission is a specialized body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at (312) 440- 4653 or 211 East Chicago Avenue, Chicago, IL 60611. The Commission's web address is <http://www.ada.org/en/coda>.

Having not received a "C" or better in any required DNTA course, the student may not progress until the deficiency has been removed.

Non-certified dental assisting courses may be taken prior to placement in the certified dental assisting program. Special admission and retention rules apply. Department-specific courses must be taken in sequence and may have a prerequisite course.

Graduates who successfully pass the Dental Assisting National Board examination are eligible to apply for licensure in states where they plan to practice.

APPLICATION INFORMATION

APPLICATION PERIOD

April 15, 2025- June 15, 2025

Completed application packets will only be accepted on online on or after April 15 and no later than June 15 in order to be considered for placement. A completed application packet consists of a signed and dated program application, HESI grade sheet, admission worksheet and a letter of good standing (if required).

ADMISSION PROCESS – FULLY ONLINE

Minimum Qualifications

- Qualified for admissions to Tyler Junior College
- Cumulative GPA of 2.0 or higher
- Complete the required sections of the HESI A2 Version 1 Test
 - Reading
 - Vocabulary
 - Math
 - Anatomy and Physiology
 - Chemistry

Students are encouraged to take the following courses to gain extra points on their application packet:

- **BIOL 2404**- Introduction to Anatomy and Physiology – recommended.
 - *BIOL 2401 Anatomy and Physiology I or BIOL 2402 Anatomy and Physiology II may be substituted for BIOL 2404.*
- Bonus points will be determined by one course with the highest grade

- **HPRS 1201**- Introduction to the Health Professions.
- **HPRS 1105**- Essentials of Medical Law/Ethics for Health Professions
- **ENGL 1301**-Composition I
- **HITT 1305**-Medical Terminology I
 - One bonus point will be awarded for a “B” or better for each course completed.

STEPS TO APPLY

1. Apply for General Admissions to TJC

- Complete the online application at TJC Admissions.

2. Submit Transcripts

- High School/GED: Submit official transcripts to the registrar's office.
- College: Submit transcripts from all colleges attended. Updated transcripts are required if additional coursework was completed.
 - If TJC is the **ONLY** college you have attended, this step does not need to be completed.
 - If you have been enrolled in any other college, you will need to submit official transcripts to the TJC registrar's office from every college you have attended.
- Request transcript evaluation if needed.
- Only completed courses are considered; in-progress courses do not count.

3. Take the HESI Exam

- Schedule and take the HESI A2 exam at the TJC Testing Center.
- Create a HESI account at HESI.
 - **HESI Exam Information**
 - Sections tested: **Reading, Vocabulary, Math, Anatomy & Physiology, and Chemistry.**
 - Exam scores are valid for two application periods with one retake allowed per period.
 - There are numerous resources available by doing an online search for "HESI A2 Test Study Guide."

4. Complete Required Documents

- **Program Application:** Complete the Certified Dental Assisting Program Application online.
- **Admission Worksheet:** Download, complete, and calculate your points.
 - Download the Admission Worksheet from our website.
 - The total points will automatically populate at the bottom of the form.
 - Enter the HESI Section scores from your grade sheet (the points will automatically populate)
 - If you completed any Biology classes (2401, 2402 or 2404) in the previous 5 years, enter that under the bonus section.
 - If you completed HPRS 1201, HPRS 1105, ENGL 1301 and HITT 1305 with a "B" or better you receive 1 point per course in the bonus section.
 - If you are classified as "In-District" for Tyler Junior College, enter 1 point. We will go by what the registrar's office is showing as In or Out of District. You must have physically resided in the TJC District for 12 months to be considered In-District.
- **HESI Grade Sheet:** Download your grade sheet from the Testing Center.
- **Letter of Good Standing:** Submit if previously enrolled in an unfinished Nursing or Health Science program.
- **Submit Application Online**
 - Ensure all documents (Application, Admission Worksheet, HESI scores, and Good Standing letter if required) are completed, saved as PDFs, and submitted through the online form by June 15, 2025.

HOW ARE THE APPLICANTS SELECTED?

Applicants are awarded points based on the HESI exam, as well as any bonus points earned. The total points are ranked from highest to lowest. The top 24 ranking applicants will be selected for conditional placement. If applicant scores are tied, the HESI A2 composite score will be utilized to break the tie. If the composite scores are tied, then the applicant with the highest GPA will be selected.

WHAT IF I AM SELECTED?

The applicant selected for conditional placement will receive an email (**via TJC email**) of notification from the program with the following:

- Congratulations letter informing them of important dates.
- Confirmation agreement form

Confirmed placement is subject to submission of the confirmation agreement, and the purchase of third-party vendor, an outside firm who will handle all of your enrollment documents. Failure to submit the required confirmation agreement and required forms submitted to third party vendor within the designated time frame will result in forfeiture of placement. Any spaces vacated by a forfeiture or health reasons will be filled from the alternate list in ranking order.

STUDENT ORIENTATION

If you choose to accept a position in the certified dental assisting program, you will be required to attend two mandatory orientations. One will be scheduled in July and the other will be in August prior to the start of the fall semester. **Attendance is required for both sessions.**

INTERESTED IN APPLYING TO THE DENTAL HYGIENE PROGRAM?

If you are interested in applying to the Dental Hygiene program, you will receive 3 bonus points toward your application if you are currently enrolled in Certified Dental Assisting program in the Spring semester.

In addition, a student who completes the Certified Dental Assisting program and passes all sections of their Dental Assisting National Board (DANB) exam and earns their CDA license will be awarded 6

bonus points toward the Dental Hygiene application process. Also, you may choose to receive “credit by exam” rather than enrolling in the following two dental hygiene courses IF you have graduated from the CDA program within the last two years (2022 or after):

- DHYG 1304 – Dental Radiology.
- DHYG 1219 – Dental Materials.

Students who earned a CDA but did not graduate from the TJC CDA Program, in 2022 or later, will be required to take the two above-mentioned DHYG courses.

COMPLIANCE REQUIREMENTS

DRUG SCREEN AND BACKGROUND CHECK

All applicants that accept a position in the certified dental assisting program will be required to submit to a background and drug screening through a third party. Applicants must have a clear background and a clear drug screening to be eligible for enrollment.

Substances Tested:

- Amphetamines
- Barbiturate
- Benzodiazepines
- Cannabinoids
- Cocaine
- Methadone
- Methaqualone
- Opiates
- Phencyclidine
- Propoxyphene

Applicants who fail a criminal background check or drug screening will be notified that their application is denied.

- **Applicants will not be admitted to the Certified Dental Assisting Program with a positive drug screening.**
- **Applicants will be advised that a criminal background may prohibit dental assisting licensure by the Texas State Board of Dental Examiners. If a criminal background is reported to the Program Director, the applicant will be required to request a criminal history evaluation from the licensing agency.**

The student's name, immunization records, drug screen and criminal background information will be provided to the office of the program director. This information will be housed electronically. It is the responsibility of TJC to inform students of requirements prior to enrollment in this curriculum. This will give students prior notice and an opportunity to decline the acceptance offer before investing time and money in the class. In the event the student feels that an error has been made in the criminal background check, it is the responsibility of the student to contact the agency who conducts the screening.

IMMUNIZATION REQUIREMENTS

Healthcare students must have all the following vaccinations before they may engage in course activities which will involve direct patient contact with potential exposure to blood or bodily fluids in educational, medical, or dental care facilities.

- **Tetanus-Diphtheria Vaccine**
 - Students must show receipt of one dose of tetanusdiphtheria-pertussis vaccine (Tdap). In addition, one dose of a tetanus-containing vaccine must have been received within the last ten years. Td vaccine is an acceptable substitute, if Tdap vaccine is medically contraindicated.
- **Measles Vaccine**

- Students born on or after Jan. 1, 1957, must show, prior to patient contact, acceptable evidence of vaccination of two doses of a measles-containing vaccine administered since January 1, 1968 (preferably MMR vaccine).
- **Mumps Vaccine**
 - Students born on or after Jan. 1, 1957, must show, prior to patient contact, acceptable evidence of vaccination of two doses of a mumps vaccine.
- **Rubella Vaccine**
 - Students must show, prior to patient contact, acceptable evidence of one dose of rubella vaccine.
- **Hepatitis B Vaccine**
 - Students are required to receive a complete series of hepatitis B vaccine prior to the start of direct patient care.
- **Varicella (Chickenpox) Vaccine**
 - Students are required to have received two doses of varicella (chickenpox) vaccine
- **Influenza (Flu) Vaccine**
 - Students are required to have flu shots at the start of each flu season
- **TB Test**
 - Students must receive a negative TB skin test within one year of application to the program. If the skin test results in a positive reading, the student must provide a clear chest x-ray and lab report to the third-party vendor.

IMMUNIZATION STATEMENT:

Students who are offered a position in the certified dental assisting program must fulfill the specified immunization requirements after receiving the position offer. Failure to meet these requirements may lead to forfeiture of acceptance. It is advisable for applicants to begin collecting immunization documentation before the conclusion of the application period to facilitate a smoother transition in the event of acceptance into the program.

Declining any of the vaccines required by either the state of Texas or by TJC's Clinic will prevent students from participating in ANY direct patient care, and therefore will make it impossible to complete the program.

Proof of the first Hep B immunization on or before July 1 is required.