

# Admission Requirements

- High school diploma or equivalency certificate (must be at least 17 years of age)
- Acceptable score on entrance exam
- Three letters of reference
- Health care experience, health care volunteer work, or job shadowing in a dental office is beneficial

# Application Process

- Complete the application form
- Return the application to the office of Admissions with the \$15 non-refundable application fee (make check payable to Nichols Career Center)
- Submit official high school transcript and/or official GED transcript
- Submit official post-secondary transcripts
- Complete and submit the dental essay form
- Job shadow for four hours in a dental office and submit documentation of those hours (This is a requirement for applicants with no prior dental office experience)
- Take required entrance exam and receive an acceptable score
- Interview with the dental assisting department

# Student Selection

Student selection is based upon how a student ranks in scholastic ability and test scores, additional educational experience, prior work in healthcare or job shadowing, and a personal interview. Students are accepted into this program based on overall ranking.

[www.nicholscareercenter.org](http://www.nicholscareercenter.org)



Dental Assisting Program  
605 Union  
Jefferson City, MO 65101  
(573) 659-3111  
[www.nicholscareercenter.org](http://www.nicholscareercenter.org)



It shall be the policy of the Jefferson City Public Schools to provide equal opportunities to its educational programs, activities, employment and promotion, without regard to gender, age, race, color, creed, national origin or disability. Concerns or complaints regarding possible discrimination, including the application of Title VI, Title VII, Title IX, the Age Discrimination Act, Section 504, and the American with Disabilities Act should be directed to Dr. Julia Sharpe, Assistant Superintendent, 315 E. Dunklin Street, Jefferson City, Missouri 65101; telephone (573)659-3013. If a grievance is unresolved, persons may contact: Office for Civil Rights, Region VII, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114; telephone (816) 268-0550.

Revised May '08

# Dental Assisting



# NICHOLS Career Center



*We deal in futures*

- Chairside Assisting and expanded function training
- Curriculum includes clinical and academic training
- Employment opportunities in General Dentistry and Dental Specialties
- Fully accredited by the American Dental Association



# Curriculum

The Nichols Career Center Program of Dental Assisting is a 9 month, full-time course of study. Students spend the first three months learning background information and developing skills before beginning their clinical externships. Classes meet Monday through Friday, 8 a.m. – 3 p.m. from the start of the program in August until mid-November when clinical externships begin. At that time, students are assigned to clinical rotations Monday and Tuesday 7:30 a.m. – 5 p.m. (hours vary according to private office clinical assignment) and continue to follow the classroom schedule Wednesday through Friday, 8 a.m. – 3 p.m. for the remainder of the academic year. The Dental Assisting Program totals 1167 clock hours that includes a minimum of 300 clinical externship hours.

## Fall

Chairside Assisting I  
Dental Radiology I  
Dental Science I  
Dental Materials I  
Clinicals begin (mid-Nov.)

## Spring

Chairside Assisting II  
Dental Radiology II  
Dental Science II  
Dental Materials II  
Dental Office  
Procedures Clinicals

# Financial Assistance

Students, who are eligible, may receive financial assistance from the federal or state government. Students must complete the Free Application for Federal Student Aid (FAFSA) in order to establish eligibility for grants and student loans. The Nichols Career Center FAFSA code is 013664. Financial assistance may include the following:

- ⊙ Federal PELL Grant
- ⊙ Vocational Rehabilitation
- ⊙ Federal Stafford Loans
- ⊙ Veteran's Benefits
- ⊙ Missouri Access Program
- ⊙ A+
- ⊙ Workforce Investment Act (WIA)
- ⊙ Trade Re-authorization Act (TRA)

# The Profession

Dental Assisting is a progressive and dynamic healthcare profession. During the nine-month, full-time program students develop the knowledge and skills to perform a variety of dental assisting responsibilities including instrument transfer, mixing restorative materials, taking impressions, providing oral health instruction and performing coronal polishes on patients. Students become skilled in taking, and evaluating dental x-rays and in performing dental laboratory procedures. They are introduced to paper and electronic business office forms.



# Accreditations/ Certifications

## STATE CERTIFICATIONS:

During this program each student becomes Expanded Function Dental Assistant (EFDA) certified in the state of Missouri. In addition, each student receives the required training for state certification in nitrous oxide monitoring.

## NATIONAL CERTIFICATION:

This program is accredited by the Commission on Dental Accreditation of the American Dental Association. Graduates are eligible to sit for the Dental Assisting National Board (DANB) Examination to earn the designation: Certified Dental Assistant (CDA).

# Clinical Affiliates

The program is affiliated with many private practices in Jefferson City, Columbia, and the surrounding areas. Clinical experience is gained through more than 300 clock hours of externships in three general practices and select specialties.

# Graduate Competencies

Upon successful completion of the program, students will be able to:

- Be effective and efficient in performing basic dental chairside procedures
- Perform radiographic procedures and take dental x-rays that are of diagnostic value
- Handle dental materials according to manufacturer recommendations
- Be effective and efficient in performing dental laboratory procedures
- Adequately perform business office procedures
- Be Expanded Function Dental Assistant (EFDA) certified in Missouri
- Be certified to Monitor Nitrous Oxide in Missouri
- Exhibit effective interpersonal skills with patients and all members of the healthcare team
- Sit for the Dental Assisting National Board (DANB) examination

For additional information regarding financial aid, please contact 659-3106. You may complete the FAFSA application on-line at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).