



# 2025 Dental Assistant Program Application

Welcome to the Columbia Basin College Dental Assistant program. The following package of materials has been prepared for students interested in applying for program admission.

**This packet contains five primary sections:**

- Program Application – Section 1
- Application Checklist – Section 2
- Student Course Self-Assessment - Section 3
- Supplemental Application Information – Section 4
- Supplemental Essay – Section 5

Students applying to the program need to complete and return Sections 1, 2, 3, and 5. The Supplemental Application Information, Section 4, and other information included should be maintained for reference by the applicant.

The following are important dates for the entire application process:

<u>Dates</u>	<u>Event / Stage</u>
Aug. 1	<b>First date</b> for submission of the program application. Please either mail to the address below or scan & email to <a href="mailto:healthsciences@columbiabasin.edu">healthsciences@columbiabasin.edu</a> .
Sept. 12	<b>Last date</b> for submission of program applications. Late applications will not be considered.  Candidates will be emailed notification of application status: (1) accepted to program, (2) alternate status/wait list, or (3) denial.
October	Accepted candidates will receive a letter via email. It will instruct you on how to submit your National Background search, register for drug screen, and to start uploading documents into your immunization tracker account.
TBD	A mandatory program orientation is required for all accepted Fall 2025 Dental Assistant students. The date and time for the orientation will be provided in the acceptance letter. This is part of the acceptance process and attendance is mandatory. Orientation may be in person or via zoom.

For additional information or assistance related to this application process, please contact the following:

Health Science Center  
[Healthsciences@columbiabasin.edu](mailto:Healthsciences@columbiabasin.edu)  
(509) 544-8300

Hand Deliver Address:  
Health Science Center  
Columbia Basin College  
891 Northgate Drive, 2<sup>nd</sup> Floor  
Richland Campus

**Deadline to submit application is Sept. 12, 2024**

<b>Demographic Information</b>				
	Last Name	First	Middle	Previous Name(s)
	Address		City	State Zip
	Phone Number		CBC Student ID Number	
	High School Name		Date Completed	
CBC Student Email Address (required)				

<b>Program-Related Requirements</b>	Are you proficient with computers?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	Did you attend an information session?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____ Date Attended
	American Heart Association BLS Provider CPR and First Aid card (ATTACH FRONT & BACK COPY OF CARD OR COPY OF CERTIFICATE)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____ Expiration date

\*\*\* The American Heart Association BLS Provider CPR and First Aid are not a requirement to apply to the program. First Aid and BLS CPR training will be required for those students that are accepted into the program. This will need to be completed before the beginning of Winter quarter 2025. Please attach a copy of your card(s) or certificate(s) if you have already completed these requirements.

I understand that if I am selected for the program that I am required to attend the mandatory orientation to confirm my acceptance into the Dental Assistant program.

I certify the above information is accurate and complete. If completed at the time of the application, I have attached copies of both the American Heart Association BLS Provider CPR and First Aid certificates to this application. I understand this application is due by the close of business on the date above.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

### General Applications

1.  Completed online college application to CBC Admissions (for new CBC students)
2.  Completed Dental Assistant Application Checklist (page 3)
3.  Completed Application Coversheet for the Dental Assistant program (page 2)
4.  Completed Student Course Self-Assessment (page 4)
5.  Completed Essay (page 6)
6. Please mail or deliver your application to the address noted on the first page with required documents. Or, if you prefer, you can scan & email the application with attached documents to [healthsciences@columbiabasin.edu](mailto:healthsciences@columbiabasin.edu).

### Transcripts

7.  Completed - Official College Transcripts sent to CBC Student Records office (for every college attended).
  - Transcripts from other colleges must be received by Columbia Basin College Student Records office as soon as they are available. Transcripts must be submitted to CBC Student Records prior to program application. Doing so will help expedite the applicant's evaluation.
  - Students who have taken classes at Columbia Basin College do not need to include a transcript from CBC. Student Records will be able to provide a current copy of your transcript for this application.

Students accepted into the program are required to submit a National Background search using the college-approved vendor. Vaccination history and health documents are uploaded by all students accepted into the program to verify required immunizations. An American Heart Association BLS Provider CPR card and First Aid certification are required by the beginning of Winter Quarter 2025 and is required to be current for the duration of the program.

Late applications will not be considered.

I have read all of the criteria and requirements for the Columbia Basin College Dental Assistant program and certify the information contained within this application is accurate and complete to the best of my ability.

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Applicant Name (Printed)

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Applicant Signature

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Date



# 2025 Dental Assistant Program Application

## Student Course Self-Assessment - Section 3

Please complete the following self-assessment checklist. Columbia Basin College course numbers and names are listed. If you have taken transfer courses from another college or university, please identify the course name, number, college or university, and grade in the appropriate space provided. Your index score will be calculated based upon the classes completed through Summer Quarter.

The resulting index score will be used to calculate your ranking. The ranking is one of the factors used to determine which applicants are offered a seat in Dental Assistant program each year. The essay section of this application is where you can explain more about your intentions and goals.

These courses are priority elements for admission into the Dental Assistant program. Official transcripts from transfer colleges must be received by the records office in Pasco to be considered for priority.

<u>Requirement</u>	<u>CBC Course</u>	<u>Completed</u>	<u>Course Name/Number</u>	<u>College/University</u>	<u>Grade</u>
Medical Terminology	HSCI 147	<input type="checkbox"/> Yes <input type="checkbox"/> No			
General Psychology	PSYC& 100	<input type="checkbox"/> Yes <input type="checkbox"/> No			
English	ENGL& 101,102, or 235	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Communication Studies	CMST& 101, 210, 220, or CMST 260	<input type="checkbox"/> Yes <input type="checkbox"/> No			

All non-Dental Assistant courses required for the Dental Assistant certificate and the AAS degree must be passed with a grade of 2.0 or better.

You must have an overall GPA of 2.0 on your college transcript for the Dental Assistant certificate or degree. This is a requirement of Columbia Basin College, not just the Dental Assisting program.

I certify the above information is accurate and complete.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

The Columbia Basin College Dental Assistant program utilizes two elements to prioritize student applicants for entrance into the Dental Assistant program. Those elements include (A) cumulative grade point average among selected priority element courses, and (B) departmental course completion score. Each of these elements is outlined further below. These two elements will be combined for a total Dental Assistant Admissions Index Score based on a total point value of 20 points.

### A. Cumulative Grade Point

The cumulative grade point of the following courses will be calculated for the entrance index score.

1. Medical Terminology	HSCI 147
2. General Psychology	PSYC& 100
3. English	ENGL& 101, 102, or 235
4. Communication Studies	CMST& 101, 210, 220, or CMST 260

The cumulative GPA (from a total possible cumulative score of 4.0) will be multiplied by a factor of 2.5 for 10 total possible points. Students who have not completed one or more of the courses listed will have a grade of 0.0 recorded for the number of credits identified within the list. Only courses and GPAs completed through Summer quarter will be used to calculate your index score and ranking. The essay section of this application is where you can explain more about your intentions and goals.

Letter grades (including those received from transferring colleges or universities) will be assigned the following decimal scores according to campus policy:

	B+ = 3.3	C+ = 2.3	D+ = 1.3
A = 4.0	B = 3.0	C = 2.0	D = 1.0
A- = 3.7	B- = 2.7	C- = 1.7	D- = 0.7

### B. Departmental Course Completion Score

The departmental course completion score is a cumulative score based on the total number of Dental Assistant degree and/or certificate courses completed by an individual student. This score is calculated to include Summer quarter classes (or Summer semester classes where appropriate). The courses and their scores are provided below. Please note for transfer courses, a transcript evaluation must be completed by the records office at Columbia Basin College prior to the calculation of the Departmental Course Completion Score. Transfer courses will not be assigned a point value until the official transcript evaluation has been completed.

Course Number	Subject	Points
HSCI 147 (5 credits)	Medical Terminology	2.5
PSYC& 100 (5 credits)	General Psychology	2.5
ENGL& 101, 102, or 235 (5 credits)	English	2.5
CMST& 101, 210, 220, or CMST 260 (5 credits)	Communication Studies	2.5
<b>Section Total</b>		<b>10</b>

The total Dental Assistant Department Admissions Index Score, including the two elements outlined above, will total no more than 10 points. When the student makes application to the department, the Admissions Index Score will be computed and recorded for class cohort comparison. Those students with the top Admissions Index Scores (based on the total number of new admissions allowed each year) will be accepted into the program and be invited to the mandatory student orientation.

Bonus Point (1 pt.): Completion of a CBC Health Science program with proof of certification in a field related to your certificate or degree.

Please respond to the following question in 300 words or less. Type your answer and attach a hard copy to the application.

**Why are you interested in dental assisting, and what impact do you hope to make in your community when you become a dental assistant?**

**Minimum Entrance Requirements for the Dental Assistant  
Program**

- A. Students must have a placement test score that places them into Math 40 (formerly Math 83) or higher and Reading 99 or higher or a college transcript with higher level classes successfully completed.
- B. All non-Dental Assistant courses required for the Dental Assistant certificate must be passed with a grade of 2.0 or better. Students must send in official transcripts for all courses taken at any institution other than Columbia Basin College.
- C. Students must be able to demonstrate a basic understanding of computers.
- D. Students must have a current American Heart Association BLS Provider CPR card and First Aid certification for the duration of enrollment in the program.  
American Heart Association training is available at the following locations: CBC online registration or Kadlec Medical Center (<http://www.kadlec.org>).
- E. After acceptance, students are required to submit a national criminal history background check, register for a drug screen, and begin to upload immunization documents to the immunization tracker using the college-approved third-party vendor, Castle Branch.
- F. After acceptance, students must comply with all program and college policies.

**General Information for Prospective Students**

Once a student has been accepted into the program, the following information will be helpful to guide them with other requirements necessary to maintain enrollment.

- A. All students are highly encouraged to have accident/health insurance.
- B. All students are required to have malpractice insurance. This insurance is included with your quarterly tuition and fees.
- C. Student study requirements have been found to be a minimum of three hours per week for each scheduled theory credit hour.
- D. Scholarships and loans are available through the Financial Aid office. For more information, contact Financial Aid and review the Columbia Basin College website ([columbiabasin.edu/payingforcollege](http://columbiabasin.edu/payingforcollege)).
- E. All students must successfully complete required courses each quarter with a minimum 2.0 to remain enrolled in the Dental Assistant program.
- F. Attendance is vitally important to successfully complete the Dental Assistant program. Students must adhere to the attendance policy to continue regular enrollment in the Dental Assistant program.
- G. All students must utilize their CBC student email account and check email daily while in the program. This will be the only email utilized by staff and faculty for program information.

For additional information or assistance related to these entrance requirements, please contact the Health Science Center office at (509) 544-8300.

The following information has been provided to help applicants have a clear understanding of the variety of tasks associated with being a Dental Assistant in the healthcare environment. The following materials have been provided by the United States Department of Labor Dictionary of Occupational Titles as presented in Occupational Information Network, O\*Net OnLine ([online.onetcenter.org](http://online.onetcenter.org)). Students enrolled in the Dental Assistant program are generally expected to demonstrate equivalent skills and abilities associated with the requirements noted below.

**Title: Dental Assistant****Code: 31-9091.00**

**Description:** Perform limited clinical duties under the direction of a dentist. Clinical duties may include equipment preparation and sterilization, preparing patients for treatment, assisting the dentist during treatment, and providing patients with instructions for oral healthcare procedures. May perform administrative duties such as scheduling appointments, maintaining medical records, billing, and coding information for insurance purposes.

**Sample of reported job titles:** Certified Dental Assistant (CDA), Certified Registered Dental Assistant, Dental Assistant (DA), Expanded Dental Assistant, Expanded Duty Dental Assistant (EDDA), Expanded Functions Dental Assistant (EFDA), Oral Surgery Assistant, Orthodontic Assistant (Ortho Assistant), Registered Dental Assistant (RDA), Surgical Dental Assistant.

The following information has been provided to inform students of the variety of skills and abilities required of the Dental Assistant professional and student.

**Tasks**

- Prepare patient, sterilize or disinfect instruments, set up instrument trays, prepare materials, or assist dentist during dental procedures.
- Record treatment information in patient records.
- Assist dentist in management of medical or dental emergencies.
- Order and monitor dental supplies and equipment inventory.
- Expose dental diagnostic x-rays.

**Skills**

- Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Speaking — Talking to others to convey information effectively.
- Reading Comprehension — Understanding written sentences and paragraphs in work-related documents.
- Active Learning — Understanding the implications of new information for both current and future problem-solving and decision-making.
- Instructing — Teaching others how to do something.
- Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Service Orientation — Actively looking for ways to help people.
- Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.
- Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- Writing — Communicating effectively in writing as appropriate for the needs of the audience.



**Abilities**

- Near Vision — The ability to see details at close range (within a few feet of the observer).
- Oral Expression — The ability to communicate information and ideas in speaking so others will understand.
- Oral Comprehension — The ability to listen to and understand information and ideas presented through spoken words and sentences.
- Speech Recognition — The ability to identify and understand the speech of another person.
- Written Comprehension — The ability to read and understand information and ideas presented in writing.
- Deductive Reasoning — The ability to apply general rules to specific problems produce answers that make sense.
- Information Ordering — The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- Arm-Hand Steadiness — The ability to keep your hand and arm steady while moving your arm or while holding your arm and hand in one position.
- Finger Dexterity — The ability to make precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, or assemble very small objects.
- Problem Sensitivity — The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing that there is a problem.
- Speech Clarity — The ability to speak clearly so others can understand you.
- Written Expression — The ability to communicate information and ideas in writing so others will understand.
- Category Flexibility — The ability to generate or use different sets of rules for combining or grouping things in different ways.
- Control Precision — The ability to quickly & repeatedly adjust controls of a machine or a vehicle to exact positions.
- Inductive Reasoning — The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- Manual Dexterity — The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.
- Selective Attention — The ability to concentrate on a task over a period of time without being distracted.
- Time Sharing — The ability to shift back and forth between two or more activities or sources of information (such as speech, sounds, touch, or other sources).

**Work Activities**

- Assist practitioners to perform medical procedures.
- Clean and operate medical equipment.
- Prepare medical instruments or equipment for use.
- Maintain medical records and process medical billing
- Explain technical medical information to patients.
- Inventory medical supplies or equipment.
- Teach medical procedures or medical equipment use to patients.
- Interview patients to gather medical information.
- Record vital statistics or other health information.
- Administer basic health care or medical treatments.
- Schedule patient procedures or appointments.
- Make patient-assistive devices or device models.
- Fit patients for assistive devices.

All fees are estimated and are subject to change. However, the following figures may be used as a general guideline to assist applicants in preparing for the costs associated with enrollment in the Dental Assistant program.

1.	Total Tuition One-Year Certificate (average estimate including prerequisite courses)	\$ 10,276
	Total Tuition AAS degree (total includes One-Year Certificate tuition shown above)	\$ 13,116
2.	National Background search and Immunization Tracker	\$ 175
	Drug Screen	\$ 50
	(Costs to acquire vaccination history depends on history available)	\$100 to \$400
3.	Textbooks for the four-quarter sequence	\$ 1,600
4.	Various class supplies four-quarters (notebooks, pens/pencils & materials)	\$ 400
5.	Scrub sets to be purchased with Uniforms Northwest (recommend two at \$75 each). More information at orientation if accepted into the program.	\$ 150
6.	Shoes (white leather nursing or tennis style with closed toe and heel)	Varies
7.	CBC clinical identification badge. Present class registration at Hawk Central with identification. First one at no charge, there is a replacement fee of \$3.50.	
8.	Washington State Department of Health (DOH) Dental Assistant Registration fee (after successful completion of college program)	\$ 40

Students need to confirm actual costs of quarterly tuition and fees using CBC's Paying for College webpage at [www.columbiabasin.edu/payforcollege](http://www.columbiabasin.edu/payforcollege).

For additional details or assistance related to this program, contact the CBC Health Science Center office at (509) 544-8300.

Columbia Basin College complies with the spirit and letter of state and federal laws, regulations, and executive orders to ensure equal opportunity in education, participation in college activities, and employment. CBC does not discriminate on the basis of race, color, creed, religion, national or ethnic origin, parental or family status, marital status, sex or gender, sexual orientation, gender identity or expression, age, genetic information, honorably discharged veteran or military status, perceived or actual sensory, mental, or physical disabilities, use of a trained guide dog or other service animal allowed by law, or any other prohibited basis. CBC refers any questions or complaints to Vice President for Human Resources & Legal Affairs and CBC's Title IX/EEO Coordinator by email at [vpshr@columbiabasin.edu](mailto:vpshr@columbiabasin.edu) or by telephone at 509-542-5548. If you are a student who requires an accommodation, please contact CBC Disability Support Services at 509-542-4412 or the Washington Relay Service at 711 or 1-800-833-6384. This notice is available in alternative media by request.