

## DENTAL ASSISTING PROGRAM INFORMATION

Congratulations on taking your first steps toward a rewarding career in dental assisting. Porter and Chester Institute's hybrid Dental Assisting program is designed to provide a comprehensive education with a focus on hands-on learning. Our integrated education model encourages students to "learn by doing" as they take information learned in the virtual classroom and practice and apply it in the campus lab, using industry standard equipment and tools. As you explore enrollment, we'd like to share some additional information.

Porter and Chester Institute is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) and the Dental Assisting program, like all of PCI's programs, is an approved program under this grant of accreditation. Accreditation assures students of the quality of the education they are receiving and the commitment of their school to maintaining high standards of performance and accountability. Additional information about accreditation may be found at [www.accsc.org](http://www.accsc.org).

Students need to be aware that:

- All Dental Assisting students will complete a dental office externship and PCI facilitates placement at this site. Externship hours are done primarily during daytime working hours, but specific hours cannot be guaranteed.
- If a student is dismissed from an externship site for cause (absenteeism, tardiness, rudeness, failure to follow office rules, etc.) the student will fail the course and be dismissed from their program.
- Certain externship sites might require proof of various immunizations (including COVID) and/or a clean background check. The cost of obtaining this documentation is the student's responsibility. Students have the right to refuse vaccinations, but without them they may not be accepted by an externship site and may be denied employment. PCI cannot guarantee externship placement (and by extension, graduation) for unvaccinated students.
- The radiology and infection control certifications are credentials many employers look for. Students may sit for the Radiation Health and Safety (RHS) exam and the Infection Control (ICE) exam offered by the Dental Assisting National Board (DANB) any time after completing the appropriate coursework – and PCI includes the cost of the exams in the student's tuition. If the student does not pass the test on the first try, the student is responsible for the payment of any subsequent fees for test retakes.
- The DANB exam applications ask about any criminal records. Students with a record will need to provide copies of their court records to the DANB board which will make the decision as to whether or not the student may sit for any of the certification exams. Visit [www.DANB.org](http://www.DANB.org) for additional information on all DANB exams.

The Radiology Health and Safety and Infection Control certificates can be applied toward the Certified Dental Assisting (CDA) exam, as can the General Chairside Assisting exam. PCI graduates who wish to sit for the General Chairside Assisting exam may do so after working 3500 hours in the field (or approximately 2 years).

In Massachusetts, graduates must apply for and receive a license from the Board of Registration in Dentistry prior to working as a Dental Assistant. This process involves a "CORI" (criminal background) check. Visit [www.mass.gov/dph/boards/dn](http://www.mass.gov/dph/boards/dn) for more information. PCI graduates apply as "formally trained" candidates.

All PCI staff are committed to helping you achieve academic and professional success. The Campus Director of Operations and Education provides academic advising and referrals for student support services. Career Services staff will assist you with career planning, professional expectations, and job search strategies. Instructors can provide real life references about their work in dental assisting. Please let your Career Program Specialist (CPS) know if you would like to speak with an Instructor or Career Services Advisor during your enrollment process.

By completing the acknowledgement form, I certify that I reviewed the items listed above prior to enrolling.