Dental Assisting Program Application
Fall Term 2015
Full-time Day Program
DEADLINE: July 1, 2015

PALM BEACH STATE
C O L L E G E

Submit completed application to the Registrar's office

PALM BEACH STATE COLLEGE at LAKE WORTH
4200 Congress Avenue
Lake Worth, FL 33461-4796

Web Site:
www.palmbeachstate.edu/programs/DentalHealth

An Equal Opportunity Institution

Program Information

About the Program
This 1220 hour program begins in the fall term of each year and is structured as a daytime program only. After successfully completing the program, the graduate will receive a certificate of completion which includes Dental Radiography and Expanded Functions Certifications (as outlined in Chapter 466 Florida Statute; Rule 64B5 Florida Administrative Code). Graduates are eligible to take the Dental Assisting National (DANB) Board to become certified dental assistants.

NOTE: The program maintains compliance with institutional policy and applicable regulations of local, state and federal agencies including, but not limited to, radiation hygiene and protection, ionizing radiation, hazardous materials, and bloodborne and infectious diseases. Policies are continually monitored for compliance by the program in accordance with Palm Beach State College's Safety and Risk Management Office. All policies are available for review at: www.palmbeachstate.edu/Safety.

Program Begins: August 21, 2015

Program Length: This full-time day program begins once a year in the Fall Term and continues through Summer C Term.

Program Schedule: Full-Time Day Program, Monday through Friday, approximately 8:00 a.m.-5:00 pm.

NOTE: The program maintains compliance with institutional policy and applicable regulations of local, state and federal agencies including, but not limited to, radiation hygiene and protection, ionizing radiation, hazardous materials, and bloodborne and infectious diseases. Policies are continually monitored for compliance by the program in accordance with Palm Beach State College's Safety and Risk Management Office. All policies are available for review at: www.palmbeachstate.edu/Safety

Financial Aid is available for this program and it is recommended that you apply early. You can apply online at www.palmbeachstate.edu/FinancialAid.

Also, there are a limited number of scholarships through the Palm Beach State College Foundation. Currently, all Foundation Scholarships require the FAFSA, which may be filed on-line at www.fafsa.ed.gov. Toll-free "help line" 8:00 – midnight 1-800-433-3243.

Requirements for Consideration for Selection

The following criteria required for eligibility in the selection pool. Meeting minimum criteria for selection does not guarantee admission to the Dental Assisting program. Final selection will be based on the applicant pool. If a student is selected and does not enter the program or is not selected, the applicant must reapply and is not guaranteed acceptance in any subsequent selection process. All documentation must be completed and on file at the Palm Beach State College Admissions Office, Lake Worth, by July 1, 2015.

1. **PALM BEACH STATE COLLEGE APPLICATION**

    First-time Palm Beach State College Students: Submit a completed Palm Beach State College general credit application at www.palmbeachstate.edu/admissions/Admissions-Applications.aspx and pay the appropriate fee by the deadline date. New students will be assessed a $40 nonrefundable fee. International (F-1/M-1) students will be assessed a $75 nonrefundable application fee. Be sure to insert your current and active email address where requested; be specific regarding your program of study. Once submitted, a confirmation page with conditions of admission will be sent to the e-mail address provided in the college application. Print the confirmation page and follow the instructions within. Applicants must also submit the program application contained in this packet and submit to the Admissions office.

    Non first-time Palm Beach State College Students: Must complete the program application in this packet and submit to the Admissions office. There is a $10 non-refundable processing fee due with each Dental Assisting Program application. Submit a paid receipt for this processing fee along with a Palm Beach State College Dental Assisting Program application to the Admissions Office.

2. **HIGH SCHOOL DIPLOMA OR GED**

    Official transcripts must be submitted to the **Admissions Office** proving a standard high school diploma, GED, or validated foreign equivalent. Transcripts are considered official if sent directly to Palm Beach State College from the previous institution or be hand-delivered in a sealed envelope sealed by the issuing institution All applicants – new, current, and college transfer students - must have their official high school or GED transcript on file at the college. You may download the transcript request form from our website at www.palmbeachstate.edu/admissions/Transcript-Request.aspx. Students who received a Florida GED can request their scores using the downloaded form at www.palmbeachstate.edu/admissions/Transcript-Request.aspx. Transcripts must be on file at the College Admissions Office in Lake Worth by deadline date.

3. **COLLEGE TRANSCRIPTS**

    Official college transcripts from **ALL** post-secondary institutions attended must be submitted (transcripts are considered official if sent directly to Palm Beach State College from the previous institution or be hand-delivered in a sealed envelope sealed by the issuing institution). You may download the transcript request form from our website at www.palmbeachstate.edu/admissions/Transcript-Request.aspx. All post-secondary records from out of the country must be submitted with a commercial evaluation. If you have attended college, we still require proof of a standard high school diploma, GED or validated foreign equivalent. Commercial evaluation of foreign transcripts must be conducted by approved evaluators listed at www.palmbeachstate.edu/admissions/Transcript-Request.aspx. A minimum 2.0 cumulative college GPA is required to be eligible for consideration in the selection process.

4. **TESTS SCORES**

Students are required to take the TABE prior to enrolling in the program. To determine if you are exempt, please go to www.palmbeachstate.edu/academicservices/curriculum-and-programs/Tabe-Standards.aspx

If not exempt, students **MUST** pass the Test of Adult Basic Education (TABE), Survey, Level A and score 10th grade competency level in all parts of the examination in order to be eligible to **complete** the program**.** Your scores are valid for two years. The Student Learning Center (SLC) at each Palm Beach State location provides TABE remediation courses for students who need additional skills to pass the TABE test. For more information, please visit www.palmbeachstate.edu/SLC .

ADDITIONAL ADMISSION CRITERIA

Students must also meet the following criteria for final acceptance into the Dental Assisting program. Failure to meet these criteria will result in termination of the student's application. Students are responsible for all fees incurred with the background check, drug screening, and medical exam.

1. Level 2 Criminal Background Check
2. Controlled Substances and Alcohol screening
3. Medical exam
4. Registration of program classes by prescribed deadline
5. Attendance of mandatory orientation

NOTIFICATION of ACCEPTANCE

Your criteria for selection can be viewed at www.palmbeachstate.edu/Pantherweb under Limited Access Application through following steps:

After submitting your application:

1. Go to www.palmbeachstate.edu/Pantherweb
2. Log on using your Palm Beach State student ID number and pin.
3. This takes you to your student Panther Web page.
4. Click on "Limited Access Application Status

A notification of acceptance will be e-mailed to your My.PalmBeachState e-mail account approximately four weeks after the application deadline date.

IMPORTANT: If a student is not selected, or is selected and does not enter the program, he/she must reapply and is not guaranteed acceptance in any subsequent selection process.**.**

Point System for Selection

Once all general admission criteria have been satisfied, a point system is utilized for selection of students to the program. In the event of a tie, a lottery selection system will be used.

	Points Awarded
COLLEGE DEGREE (Associate degree or higher from a regionally accredited institution)	1
U.S. VETERAN (The applicant must submit copy of DD214 with honorable discharge	1
MAXIMUM POINTS POSSIBLE	**2**

PALM BEACH STATE
COLLEGE

DEADLINE: JULY 1, 2015   **DENTAL ASSISTING APPLICATON**   **PROGRAM OBJECTIVE- 5155**
FALL 2015

1. **PALM BEACH STATE COLLEGE STUDENT ID** ___ ___ ___ – ___ ___ – ___ ___ ___ ___

2. **NAME** _____
          LAST   FIRST   MIDDLE   SUFFIX

    If any of your transcripts, test scores, etc., might arrive under any names other than those listed above, enter names here:

    _____

3. **LOCAL ADDRESS** _____   _____
                          NUMBER AND STREET ADDRESS   CITY

                 _____   _____   _____
                          COUNTY (or PROVINCE)   STATE   ZIP CODE

4. **HOME TELEPHONE (**   **)** _____   **5. DATE OF BIRTH** _____

    CELL PHONE (**)** _____

6. **HIGH SCHOOL GRADUATE?** ☐ Yes ☐ No   **or**   **GED**? ☐ Yes ☐ No

7. **COLLEGE/UNIVERSITY**
List all postsecondary colleges or universities you have enrolled. Omission of any constitutes falsification of records and voids application.

NAME OF INSTITUTION	CITY/STATE	DATES	DEGREE	CREDIT

To list more colleges/universities, attach a separate page.

I understand that falsification or omission of any information may result in my dismissal or rejection from the College.

I have read and understand all of the instructions pertaining to the Dental Assisting program as explained in the Dental Assisting packet.

_____   _____
                SIGNATURE OF APPLICANT   DATE