

Dental Assisting Program Application

Application Checklist

Please read over instructions carefully. If you miss a step, submit an incomplete application, or do not follow instructions, your application may not be eligible for review.

You MUST submit the following supporting documents with your Dental Assisting Program application:

- 1. Submit a signed Application
 - a. Fill out the 2-page Dental Assisting application
 - b. Attach all of the supporting documentation listed on this checklist
 - c. Application Deadline: **TBD**
**Locations for Submission: MJC East Campus Morris Memorial Building, Rm 103/104
MJC West Campus John Muir Building, Rm 251**
- 2. A letter of interest with your application
Informal half page of program interest, goals, and a little about you.
- 3. Resume
Please visit the MJC Career Services Center for assistance. careerservices@mjc.edu
- 4. A copy of **ONE** of the following:
 - a. H.S. Diploma
 - b. GED or equivalent
 - c. Transcripts/proof of being on track for successful graduation/completion by Program end Date
 - d. AA degree or higher from U.S college/university (unofficial transcripts only) or a Foreign Transcript equivalent
- 5. Modesto Junior College W#
Contact MJC Pathways Center 209-575-6789, mjcpathwayscenter@yosemite.edu for assistance with enrollment.
- 6. A copy of your valid Driver's License or CA ID, California Residency.
- 7. Photocopy of your Covid Vaccination(s) and Booster card
- 8. Hepatitis B Antibody titer test with present antibodies, or series of 3 Hep B vaccination dates scheduled. Must be completed by **TBA**.
- 9. Letter(s) of reference/recommendation (optional).
A maximum of two (2) Professional or personal letters of reference/recommendation will be accepted.

Submit your printed application and documents to:

Workforce Development Department office, MJC East Campus, 435 College Avenue, Morris Memorial Building, Room 103, Monday-Friday 8:00 am – 5:00 pm.

Workforce Development Offices, MJC West Campus, 2201 Blue Gum Avenue, John Muir Building, Room 251, Monday-Friday 8:00 am – 5:00 pm.

Program Start and End Dates: **TBA**

For questions on the application process, please contact:

MJC Workforce Development at 209-575-6201 or cavazosb@yosemite.edu



MJC Workforce Development

Tuition Free

*Supported by
Strong Workforce Funds*

Dental Assisting Program

DENTAL ASSISTING PROGRAM APPLICATION FORM

Application Deadline: TBA

Program Start Date: TBA

Program End Date: TBA

Class Schedule: Subject To Change

Tuesdays, Wednesdays, & Thursdays, 5:00 pm to 8:00 pm

Hybrid Schedule: combination in-class & online

Externship Hours: 11-16 hours weekly, days/times TBD

Class Location: To be disclosed upon acceptance

Program Includes Textbooks, Externship Insurance, Scrubs, Free Tuition

Admission Requirements

- You must be 18 years of age by program completion date
- You must be a high school graduate or possess a high school equivalency certificate **or** AA degree (or higher) from a US college or university, or possess proof to be on track for successful completion by program completion date.
- Ability to pass a background check upon completion of the program.
- Fee Payment of TBA Terms: payment due upon acceptance to the program.

Please Type or Print

Full Name _____

Last 4 Digits SS#XXX-XX-_____

MJC Student ID#: W _____

Phone: Home _____ Cell _____ Work _____

Email Address _____

Address _____

City _____

State _____

Zip _____

Application Screening Process:

The Application Committee will review the applications, letters of interest, Resumes, and any professional letters of recommendation. The most qualified applicants will be selected for interviews and then 20 applicants will be selected for admission to the Dental Assisting Program. Additionally, there will be 2 alternates selected should any of the first 20 applicants not be able to attend the Program.

EXTERNSHIP AND COMPLETION REQUIREMENTS

Please initial each section, signifying you understand and agree with the requirements.

Externship Requirements

Externship sites will require proof of immunizations. Externship is an opportunity for students to engage in practice-based learning in a specific field of interest. In its most simple form, it is the opportunity for students to shadow a more experienced professional in the industry that the student is interested in pursuing. Externships are based on availability of sites throughout the community. Failure to provide proof of immunizations by specified date will result in immediate dismissal from the training program.

Completion Requirements

You must attain an average of 70% or better in final course grades. You must pass the final exams and complete all certifications with a 73% score or higher or you will fail the class and be dropped from the program; **no exceptions.** You must complete all competencies and participate in regular externship with a 75% and meet weekly quotas to remain in good standing to complete the program.

Participation, NOT Negotiable

Your participation is expected and required! Class participation is awarded based on written class assignments and your contribution to class pre-clinical lab. You are responsible for doing the reading and homework in advance of class, and taking an active role in class activities and pre-clinical lab.

In order to pass, you may only miss 9 days in the total year-long program, no more than 2 days per semester.

Drop or Repeat Course Policy

Students may withdraw or drop the class at any time. However, there will be no special considerations given to a student who wishes to take the class again. The student must go through the application process again as a new student.

Re-Application Policy

Should you not be chosen for this cohort, we encourage you to re-apply for the next class offering in approximately 4-6 months.

I have read and agree with the, Admission requirements, Application Screening Process, Externship, Completion, and Participation requirements, as stated on pages 1 & 2.

Signature _____

Date _____

Print Name _____