

# Dental Assisting Program Application

## 24-25 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: April 22, 2024, 3:00 PM  
**Locations for Submission: MJC East Campus Morris Memorial Building, Rm 103/104**
  - d. Schedule your TABE Assessment (English/Math Proficiency) two option
    - I. Tuesday, April 16, 2024 at 5:30PM, location MJC East, classroom TBA
    - II. Thursday, April 18, 2024 at 10:00AM, location MJC East, classroom TBA
- 2. A letter of interest with your application, include a half page letter of program interest, goals, and a little about you.
- 3. Resume-MJC student get assistance with Nicole Eddlemon in the Career Services Center, 209-575-7794 or email [careerservices@mjc.edu](mailto: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
  - 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 Welcome Center inside Student Center for assistance with enrollment application.
- 6. A copy of your valid Driver's License or CA ID, California Residency.
- 7. Photocopy of your COVID Vaccination(s) and Booster card (optional).
- 8. Hepatitis B Antibody titer test with present antibodies, or series of 3 Hepatitis B vaccination dates scheduled. Must be completed by June 27, 2024.
- 9. Letter(s) of reference/recommendation (optional).  
A maximum of two (2) Professional or personal letters of reference/recommendation will be accepted.
- 10. Initialed and signed Externship and Completion Requirements form.

**Submit your printed application and all necessary documents to:**

Workforce Development Department office, MJC East Campus, 435 College Avenue,  
Morris Memorial Building, Room 103, Monday-Friday 8:00 am – 4:00 pm.

Program Start Date July 16, 2024 and End Date, July 11, 2025

For questions on the application process, please contact:

MJC Workforce Development at 209-575-6201 or [perezhernandezL@yosemite.edu](mailto:perezhernandezL@yosemite.edu)



# MJC Workforce Development

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Strong Workforce Funds

## Dental Assisting Program

### DENTAL ASSISTING PROGRAM APPLICATION FORM

**Application Deadline:** April 22, 2024  
**Program Start Date:** July 15, 2024  
**Program End Date:** July 3, 2025  
**Class Schedule:** Tuesdays, Wednesdays, & Thursdays, 5:00 pm to 8:00 pm  
 Hybrid Schedule: combination in-class & online  
 Externship Hours: 14 hours weekly, days/times TBD  
**Class Location:** To be disclosed upon acceptance  
**Program Includes** Textbook Bundle, Externship Insurance, Scrubs (2sets), Free Tuition, RDA Test Bootcamp.

### Admission Requirements

- You must be 18 years of age by July 1, 2024
- 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 May 30, 2024.
- Ability to pass a background check upon completion of the program.
- Fee Payment of **\$1200** Terms: \$600 payment due upon acceptance to the program, with three installments of \$200. Balance must be paid in full no later than by October 15, 2024.

### **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, letter 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 73% 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 73% 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 3 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 12 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 \_\_\_\_\_