

Application Criteria Dental Assisting Program Fall 2023

February 6, 2023, through March 17, 2023

Thank you for your interest in the Dental Assisting (DA) program at Asheville-Buncombe Technical Community College. Please read this information thoroughly. We want to make sure you have the best possible chance of being selected by completing all processes and submitting all necessary application documents completely, correctly and by the deadline. Please email admissions@abtech.edu if you have questions regarding enrolling at A-B Tech or email advising@abtech.edu if you have questions about applying for the Dental Assisting program.

You must be a high school graduate or have an Adult High School or High School Equivalency (HSE) diploma to be eligible to enter any allied health program and have self-certified this requirement on your A-B Tech College application.

PROGRAM INFORMATION SESSION REQUIREMENT

Prior to application to the Dental Assisting program, applicants **MUST** complete a mandatory information session provided by the department. Details for the information session will be posted on <https://www.abtech.edu/selective-limited-programs> in late fall 2022.

ONLINE READINESS

Readiness to enroll in 100% online classes is required for the Dental programs. You must complete the *Moodle Online Orientation* prior to Fall 2023 term start. To learn more about online class readiness, go to [abtech.edu/onlinesuccess](https://www.abtech.edu/onlinesuccess).

THE APPLICATION PERIOD

A-B Tech will begin accepting applications February 6, 2023, for the Dental Assisting class that begins Fall semester 2023. All deadlines and requirements in this document must be met to be eligible to apply.

Please note: Alternates will be accepted after the application deadline of March 17, 2023, if deemed necessary to fill the class. Notification of this will be posted on <https://www.abtech.edu/selective-limited-programs> after the application deadline.

IMPORTANT APPLICATION INFORMATION

To be eligible for admission to the fall 2023 class, all qualified Dental Assisting applicants will be required to take the ATI TEAS (Test of Essential Academic Skills) exam. The ATI TEAS exam may only be completed at a location within the United States of America per ATI guidelines.

The ATI TEAS exam will be paid for by the student at the time of online registration on the ATI website. Information on the ATI TEAS exam and associated costs can be found at www.atitesting.com . Applicants

should NOT schedule the ATI TEAS until **after** meeting with a Student Advisor and approved as eligible to apply.

You may use your TEAS composite score from a previous test session if the score is 5 years old or newer **and already on file at the College**. Individuals wishing to submit a TEAS score in lieu of testing during the application period must request authorization **at the time of completion of the Verification/Selection Form**.

Applicants may select **only ONE** of the following at the time of completion of the Verification/Selection Form:

1. Testing during the application period at the Testing Center on A-B Tech's main campus on Victoria Road in Asheville, NC.
2. Testing at an approved testing facility in another location.
3. Use an existing score already on file at the College provided the score is 5 years old or newer.
4. Submit only one score report from a testing session that occurred **prior** to the application period at another testing facility. If multiple test scores are received on a single report (regardless of the reason for or source of the error), the earliest composite score will be used.

PLEASE NOTE: Test scores will not be accepted, and applicants may not schedule the ATI TEAS exam until **after the applicant has completed the Verification/Selection Form with a Student Advisor**.

If an applicant does not follow through and take the ATI TEAS exam, they are disqualified from moving forward in the admission process.

Applicants in need of testing accommodations should contact Support Services at supportservices@abtech.edu at least three weeks prior to testing.

Notice to non-U.S. Citizens

A-B Tech welcomes non-citizens with work authorization through U.S. Citizenship and Immigration Services (USCIS) to our Selective Allied Health programs. Clinical site eligibility is determined by the sites and can be impacted by immigration status. Non-citizens should discuss their non-citizenship status with their Selective program advisor as soon as they are accepted so that accommodations can be made for non-citizens.

As stated above, non-citizens who are eligible for the Selective programs may not be eligible for certain clinical sites. Successful completion of clinical rotations is required for program completion. If a student drops the program after being denied clinical site privileges, the college refund policy will apply. Non-citizens are encouraged to contact the appropriate licensing/certifying agency to determine if they are eligible for licensure/certification upon graduation – decisions regarding licensure/certification are solely the responsibility of the licensing/certifying agency.

Questions regarding program admission for non-citizens may be made to advising@abtech.edu.

HOW TO APPLY

1. Complete mandatory Information Session provided by the Dental department **prior to application to the allied health program**. **Information Session PowerPoint and Assessment** can be found by going to <https://www.abtech.edu/selective-limited-program> . Will be posted in late fall 2022.

2. Complete and submit a general College application online at www.abtech.edu. (This is NOT an application to an allied health program. That will be done separately after you meet with the Student Advisor and are approved as eligible to apply.)
3. Students must certify on their college application that they are a high school graduate from a valid institution, an adult high school graduate from a valid institution, or have a valid High School Equivalency (HSE) diploma. High school graduation or the equivalent from a regionally accredited, valid institution is required for Financial Aid purposes. You must have this high school equivalency by the first day of classes for the fall semester 2023 to enter the selective allied health programs.
4. Applicants must complete New Student Orientation (NSO) prior to meeting with the Student Advisor to complete the Verification/Selection form. Registration for NSO is available at www.abtech.edu/nso . Waivers may apply.
5. Applicants must document **college readiness in English and math**. Visit www.abtech.edu/placement for detailed information or contact the Student Advisor to learn about the acceptable options. Documentation of college placement must be **completed or on file by March 17, 2023**.
6. Once you meet the minimum requirements to apply to the program, you will be given permission and instructions to schedule the ATI TEAS Exam by the Student Advisor. You must complete this step and the Verification/Selection form by **March 17, 2023**. You must schedule and take the ATI TEAS Exam by March 24, 2023, to be considered an applicant.

ADMISSION TO THE PROGRAM ONCE MINIMUM REQUIREMENTS HAVE BEEN MET

1. Applicants will be ranked based on the total points awarded. See point system in section below.
2. If accepted into the program, all new students **MUST** attend the mandatory program orientation session held by the department. Program orientation details will be provided by the department after acceptance to the program. PLEASE NOTE: Failure to attend the program orientation session will result in the loss of a seat in the class.

HOW THE POINT SYSTEM WORKS

1. You will receive the points for your composite score from the ATI TEAS exam.
2. You will receive 30 points for the successful completion of an accredited, college credit, allied health program degree (AAS, BA, BS, or Masters) and 20 points for the completion of any accredited, college credit, diploma level allied health program. Points will be awarded for allied health disciplines on the pre-approved list from the dean of allied health. Accreditation must be granted by an accrediting board recognized by A-B Tech.
3. Currently enrolled high school seniors who have successfully completed Health Science I will receive points. Grade of “A” = 30 points, grade of “B” = 15 points, and grade of “C” = 5 points. An official high school transcript detailing this must be submitted to the Admissions Office.

The summation of the points outlined above will be used to rank applicants within the allied health program.

IMPORTANT: It is the applicant’s responsibility to submit all documentation and follow up as necessary to ensure it has been received. All documentation for points outside of the ATI TEAS Exam must be submitted by March 17, 2023.

Applicants must take the TEAS exam and/or submit scores by March 24, 2023.

OTHER IMPORTANT INFORMATION – READ CAREFULLY

Any Allied Health student deemed to have violated the College Student Code of Conduct may not be eligible for application or re-admission to Allied Health programs.

Applicants should be aware that North Carolina State or National Boards may deny licensure or certification to individuals “convicted of a felony or any other crime involving moral turpitude”. Questions regarding this issue should be directed to the NC State Board of Dental Examiners at 919-781-4901.

Applicants for the Selective Allied Health Programs must demonstrate the ability, with or without reasonable accommodations, to meet certain technical standards critical to the successful completion of the program. These standards include skills and abilities essential for such things as operation of equipment (as related to hand-eye coordination and visual acuity); evaluation and manipulation of patients; evaluation of microscopic components and color reactions; and communication with patients, families and other medical personnel. For an explanation of specific physical and cognitive requirements for the DA program, refer to the “Program Recommendations for ADA Technical Standards” notebook, which is available in the Admissions Office or on the A-B Tech web site. For further clarification, contact the Dental Assisting Program Chair at 828-398-7256.

If you are not selected for the DA program beginning fall semester 2023 and wish to apply for the fall 2024 class, you must re-apply during the next application cycle.

All documents that you submit with your application for the DA program must be true, correct and complete. Falsification of documentation may result in denial of admission or dismissal after admission.

Admission criteria are reviewed each year and are subject to change from year to year.

Allied Health students will be required to complete clinical rotations which may require them to travel more than one hour from campus. Students are responsible for arranging their own transportation.

SELECTIVE ALLIED HEALTH READMISSION POLICY

The following readmission policy applies to students who receive an unsuccessful grade in a selective allied health program, or who voluntarily withdraw from such a program. Unsuccessful grades are defined as “D” or “F”.

1. If you receive an unsuccessful grade in a selective allied health program, you may not proceed to any subsequent course, which has the course in question as a prerequisite. You must repeat the course in question before proceeding to the next higher course in the program.
2. Most allied health courses are offered only once annually.
3. Since a new class of students is admitted to each program annually, it will be necessary for the students who have received an unsuccessful grade in a major course during their *first semester* to reapply for admission to the program for the following fall.
4. Students who do not successfully complete a *subsequent semester* may seek approval from the department chairperson to ask special permission from the division dean to be directly re-admitted to

the program (without participation in the selective admissions process) for the next academic year if the application deadline has passed. Requests will be taken and considered on an individual basis.

*****IMPORTANT NOTES REGARDING FINANCIAL AID*****

1. Students applying for financial aid must complete the FAFSA, at fafsa.ed.gov; please submit all subsequently requested documentation to the financial aid office as soon as possible.
2. Students in the Dental Assisting Diploma program receive financial aid differently than many other programs at A-B Tech. Financial aid awards are based upon contact hours rather than credit hours. This often results in a smaller overall financial aid award relative to number of registered credit hours.
3. Coursework taken outside of the Dental Assisting program may impact financial aid eligibility. It is essential to make contact with the financial aid office as soon as possible to understand how these classes will affect financial aid eligibility.

We appreciate your interest in A-B Tech and the Dental Assisting program.

STUDENT PREPARATION AND TESTING RESOURCES AVAILABLE

COLLEGE PLACEMENT

Test resources are available from:

www.abtech.edu/placement (See *Prepare for Placement Testing* Section)

SAT or ACT study guides, which are available at various libraries and bookstores, are also good resources for testing preparation.

ATI TEAS

Test resources and online registration and payment are available at the following website:

www.atitesting.com

Study guides are available for review in the Locke Library on the Main Campus on Victoria Rd. and the A-B Tech Madison Campus. Study guides may also be purchased online from the test vendor ATI at the online store link or at the A-B Tech bookstore. Online practice assessments are also available at the vendor website.

ADDITIONAL PREPARATION RESOURCES

March2Success.com provides free personal assessments and preparation tools for the college placement test .

For career assessments and exploration, visit www.abtech.edu/focus2 . Email careerservices@abtech.edu or call (828) 398-7209 for an individual appointment.