

Dental Assisting
Admissions Handbook
2027

RCSJ.edu



3322 College Drive, Vineland, NJ 08360

Dental Assisting

2027 FACT SHEET

Applications Accepted: January 4, 2027 to April 9, 2027 at 4:30 pm

All Admissions Decisions Sent: May 3, 2027

The Dental Assisting Program is for students who wish to enter the healthcare field as a Registered Dental Assistant.

- This packet is exclusive to applicants seeking admission into the **Summer 2027** Dental Assisting Program on the Cumberland Campus.
- Applicants may only apply to **one** selective admission program per application cycle.
- Applicants may only submit the Dental Assisting Program Admission Packet to the selective admissions office.
- Applicants must be 18 years of age by the first day of the Fall 2027 semester.
- **Mandatory Dental Orientation** for the accepted Summer 2027 Dental Assisting students: **June 16, 2027 10:00 am – 12:00 pm** on the Cumberland Campus. Student **MUST** attend the session to maintain a seat in the program
- Students who do not complete the program within 2 years must wait two years before reapplying to the DA Program.
- All dental assisting course transferability acceptance is at the sole discretion of the college transferring into.

Information presented in this packet supersedes ALL other information obtained by the applicant and is accurate at the time of publication.



Dear Dental Assisting Applicant:

Thank you for your interest in the Dental Assisting Program at Rowan College of South Jersey.

On July 1, 2019, the former Cumberland County College and Rowan College of Gloucester County merged to become Rowan College of South Jersey. In the Summer of 2025, a new dental assisting curriculum was designed to be completed in three semesters. The program is offered on the Cumberland campus only.

Prior to applying to the Dental Assisting Program, please take time to research the profession of Dental Assistants in the State of New Jersey and Expanded Functions Dental Assistants in other states, as well as the opportunities that are available to them. Dentistry is very rewarding but also very demanding. Information from licensed professionals can enlighten you as to the rigors of the Dental Assisting profession, as well as their professional responsibilities.

Part of the admission requirements to the Dental Assisting Program at RCSJ is your attendance at an information session. This is a critical part of not only the application process but also your success in the program, should you be accepted. The Dental Assisting Program requirements will be explained, and an opportunity for applicants to ask and have questions answered will be provided.

Graduates from the Dental Assisting Programs at RCSJ will obtain their Academic Certificate in Dental Assisting and have the opportunity to receive their AAS in Dental Assisting. All graduates are eligible to take the Dental Assisting National Boards (DANB), apply to a State Board of Dentistry for licensure as a Registered Dental Assistant, and apply to the New Jersey Department of Environmental Protection for their Dental Radiology Technologist licensure.

Best wishes as you begin the process toward a successful future.

Sincerely,

Jaci Klepadlo

*Jaci Klepadlo, M.Ed., BSDH, CDA
Executive Director of Dental Programs
Rowan College of South Jersey*

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Section I: Dental Assisting Information

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- Letter Grades

Important Information

The information in this packet is applicable to applicants planning to enter the Dental Assisting Program beginning in July 2027

Admission Packets Accepted: January 4, 2027 to April 9, 2027

All Admissions Decisions Sent on or about: May 3, 2027

Admissions decisions will be sent to the applicant's RCSJ student email.

-IMPORTANT-

The College is not responsible for any applicant who does not follow the instructions printed in this packet. Responsibility for correctly completing the dental assisting application process, both general and selective admissions, lies with the applicant. Failure to do so will result in an incomplete admissions packet.

Applicants to the program must fulfill all listed admission criteria for both general and selective admissions. While admission is competitive, acceptance depends on the size and qualifications of the applicant pool. Please note that meeting or exceeding all admission criteria does not guarantee acceptance into the program.

Admission requirements for the program are subject to change each year. All applicants to the program are required to meet the requirements of the year in which they apply, including those who have previously applied to or who are currently enrolled at Rowan College of South Jersey. Applicants may contact RCSJ at Admissions@cc.rcsj.edu for answers to general questions about the process described in this packet. Information in this packet reflects policies and procedures that must be followed to be considered for admission into the Dental Assisting Program.

The information presented in this packet supersedes all other information obtained by the applicant and is accurate at the time of publication.

**The Rowan College of South Jersey Dental Assisting Program
is accredited by:**

*Commission on Dental Accreditation 211E. Chicago Avenue, Suite 1900
Chicago, IL 60611
(800) 232-6108
<https://coda.ada.org/>*

**American Dental Association Commission on Dental Accreditation
granted Approval until 2032
Last Evaluation: April 2026
Next Evaluation: October 2032**

Campus Merger Statement

On July 1, 2019, the former Cumberland County College and Rowan College of Gloucester County merged to become Rowan College of South Jersey. The Dental Assisting curriculum was designed to be completed in three semesters.

Students can complete general education courses (non-dental assisting courses) at either the Gloucester or Cumberland campus or transfer the courses from another institution.

Application has been made to the Commission of Dental Accreditation to host an accredited dental assisting program on the Cumberland campus in 2023 and was granted approval in 2024.

Admission to the Dental Assisting Program is highly competitive. There is no guarantee of admission, even if an applicant exceeds the minimum program admission criteria in one or more areas.

Course schedules may vary and are subject to change each semester. Students are required to provide their own transportation for clinical experiences. Clinical placements can be located within a 60-minute radius from Rowan College of South Jersey Cumberland Campus.

NJ State Board of Dentistry Requirements for Licensure

Applicants to the Dental Assisting Program are advised that the State Board of Dentistry regulates licensure for Registered Dental Assistants. Requirements established by the Board of Dentistry in the state where the person is seeking licensure must be met before the state will issue a license to practice. To be considered for licensure, all applicants must pass the three Dental Assisting National Boards examinations upon completion of the program.

The New Jersey Board of Dentistry Statute N.J.S.A 13:30-2.2 states, "An applicant desiring to secure registration as a dental assistant shall have a certificate of completion of the online New Jersey Jurisprudence orientation taken within six months of the date of application and satisfactorily completed and graduated, within the past 10 years, from an educational program for dental assistants approved by the Board and the Commission on Dental Accreditation and shall have taken the Certified Dental Assistant Examination administered by the Dental Assisting National Board (DANB) within 10 years prior to the date of application".

The New Jersey Board of Dentistry requires information for licensure as a Registered Dental Assistant in New Jersey:

1. Graduation from an approved and accredited program of dental assisting
2. Criminal History Background Check clearance (*N.J.S.A. 45:1-30 et seq*)
3. Status of child support
4. Passing the Certified Dental Assistant Examination administered by the Dental Assisting National Board
5. Secure a certificate of completion of the only New Jersey Jurisprudence orientation within 6 months of the application
6. Completed the application fee set forth in N.J.A.C. 13:30-8.1.

The New Jersey Board of Dentistry is located at

P.O. Box 45005,
Newark, NJ 07101

For complete information, contact NJ Board of Dentistry:

<https://www.njconsumeraffairs.gov/den/Pages/default.aspx>

NJ Application for Licensure: **<https://newjersey.mylicense.com/eGov/Login.aspx>**

Each state Board of Dentistry has the right to deny or defer licensure if the applicant does not fulfill all requirements **for licensure**.

Complaints may be addressed to the Board of Dentistry at the respective address and the Commission on Dental Accreditation at

211 E. Chicago Avenue, Suite 1900,
Chicago, IL 60611

Dental Assisting Program Standards

Students must complete the Dental Assisting (DA) Program in 10 months from the start of the first Dental Assisting course. Students who do not complete the program must wait two years before reapplying to the Dental Assisting Program. A minimum grade of 75 is required in all Dental Assisting courses, and students must maintain a cumulative GPA of 2.5 to remain in the Dental Assisting Program. **All Dental Assisting courses must be taken in sequence.**

Dental students must meet all prerequisites, co-requisites, and grade requirements for each college course listed in the Dental Assisting Program of Study to advance through the Dental Assisting Program. Course prerequisites and co-requisites are specified in the RCSJ Academic Catalog. Students who do not meet the pre-requisite and co-requisite course requirements, the required course sequence, and/or grade requirements will not be able to progress in the Dental Assisting Program.

One outcome of the Dental Assisting Program is that graduates will use technology and information systems appropriately and effectively. To fulfill this outcome, students will demonstrate computer literacy and apply technology to meet course requirements. **It is mandatory that students have access to a laptop with internet.** (Note: AOL is **not** compatible with many of the applications.) Laptops with webcam capability are a College requirement. Laptops are available for purchase through the bookstore: *RCSJ.edu/laptop*. *Note: Chromebooks, iPads, and MacBooks are NOT recommended.

RCSJ has a Student Laptop Loan Program. For the laptop loaner program, please visit the RCSJ Laptop webpage: *RCSJ.edu/laptop*. Chromebooks, iPads, or MacBooks are NOT recommended.

Dental students are required to meet specific health standards. **Dental Assisting applicants are notified of comprehensive health requirements upon acceptance to the program.** Immunization exemption forms will be accepted, but must be signed by a health professional. Health requirements are based on the recommendations of the Centers for Disease Control and Prevention (CDC).

Dental Assisting students must maintain current CPR certification while in the Dental Assisting Program. The level required is CPR with AED for adults and infants. **RCSJ Career and Technical Education Division offers an in-person CPR with AED course on both campuses to meet this requirement.**

The State Board of Dentistry requires a criminal history background check (CHBC) for all individuals engaged in patient care. Upon acceptance into the Dental Assisting Program, students must complete the **CHBC by the due date of June 25, 2027.**

Students are responsible for paying all fees associated with the CHBC. CHBC results are sent to the Dental Assisting Program Director, who will have sole discretion to determine whether the student may engage in patient care. (Source: Rowan College of South Jersey's Administrative Rule/Regulation: 8103). If a student is denied the opportunity to participate due to the CHBC findings, the student will be dismissed from the Dental Assisting Program and referred to Student Services to explore other career options.

Health Requirements

Students who are accepted into the Dental Assisting Program will be required to complete a health packet. The packet consists of medical clearance from a licensed healthcare provider. The clearance will attest that the provider is stating that the student may participate in all clinical activities without restriction. Activities include but are not limited to:

- Satisfactory cognitive and emotional functioning to ensure patient safety and exercise independent judgment and discretion in performing assigned responsibilities.
- Ability to stand for long periods.
- Ability to bend, stoop, and lift to deliver safe patient care.
- Sufficient bilateral finger movement to manipulate instruments and equipment.
- Ability to communicate effectively on time related to speaking, writing, and reading.
- Sufficient hearing to communicate with patients and the healthcare team and to monitor medical and dental equipment pertaining to patient care.
- Sufficient eyesight to observe patients in low lighting, read medical records, perform computer tasks, and manipulate equipment.

DENTAL ASSISTING, AC

Dental Assisting is a selective admission program. Students must be accepted to the program prior to registering for any DA courses. *Admission packets can be found on the College website.*

Academic Certificate (AC) Program

This academic certificate program prepares students for an entry-level position in one of the fastest-growing healthcare fields with a curriculum introducing them to the profession of dentistry. They will learn all areas of clinical dental assisting and receive training in the professional skills required to function as an assistant in a dental practice. Through lectures and laboratory sessions, they learn the roles and responsibilities of the dental assistant. Skill development includes policies and guidelines, oral and dental anatomy, infection control, dental radiology, instrument identification and use, and expanded functions. Upon completion of the program, students will become licensed dental professionals with an education, certification, and licensure that is nationally recognized. Prerequisite: Acceptance into the Dental Assisting program.

This program prepares students to sit for the three components of the Dental Assisting National Board Exams (DANB):

1. Radiation and Safety Examination (RHS)
2. Infection Control (ICE)
3. General Chairside (GC)

All three components of the nationally recognized Certified Dental Assistant (CDA) certification. In addition to the CDA certification, students will be eligible to apply for their New Jersey Dental Radiology Technologist licensure and their State of New Jersey as a Registered Dental Assistant (RDA).

Curriculum Sequence

SUMMER SEMESTER	CREDITS
<input type="checkbox"/> ENGL 101 English Composition I	3
<input type="checkbox"/> SPEH 101 Effective Speech	3
<input type="checkbox"/> DENT 101 Dental Science I	<u>1</u>
	7
FALL SEMESTER	
<input type="checkbox"/> DENT 102 Dental Science II	2
<input type="checkbox"/> DENT 105 Chairside Assisting & Expanded Functions I	4
<input type="checkbox"/> DENT 107 Dental Infection Control & Biomedical Science	3
<input type="checkbox"/> DENT 110 Dental Radiography	<u>4</u>
	13
SPRING SEMESTER	
<input type="checkbox"/> DENT 205 Chairside Assisting & Expanded Functions II	4
<input type="checkbox"/> DENT 120 Dental Patient & Practice Management	2
<input type="checkbox"/> DENT 125 Dental Materials	2
<input type="checkbox"/> DENT 210 Dental Externship	<u>7</u>
	15
TOTAL CREDITS:	35

All students must undergo a criminal history background check (CHBC) upon acceptance into the Dental Assisting program. CHBC results are sent to the dental assisting program director, who has sole discretion to decide if the student may engage in patient care. If a student is denied the opportunity to participate as a result of the findings of the CHBC, the student will be dismissed from the Dental Assisting Program.

Students who do not meet pre-requisite and co-requisite course requirements and/or grade requirements will not be able to progress in the Dental Assisting program.

Students must complete the Dental Assisting program in two years from the start of the first Dental Assisting course.

DENTAL ASSISTING, AAS

Associates in Applied Science

This associate in applied science program prepares students for an entry-level position in one of the fastest growing health care fields with a curriculum introducing them to the profession of dentistry. They will learn all areas of clinical dental assisting and receive training in the professional skills required to function as an assistant in a dental practice. Through lecture and laboratory sessions, they learn the roles and responsibilities of the dental assistant. Skill development includes policies and guidelines, oral and dental anatomy, infection control, dental radiology, instrument identification and use, and expanded functions. Students must obtain a minimum grade of 'C' in all Dental courses.

This program prepares students to sit for the three components of the Dental Assisting National Board Exams (DANB): Radiation and Safety Examination (RHS); Infection Control (ICE); and General Chairside (GC) which are the three components of the nationally recognized Certified Dental Assistant (CDA) certification. The DANB exams are administered at Pearson Vue Centers and are not included as part of the cost of this program. In addition to the CDA certification, students will be eligible to apply for their New Jersey Dental Radiology Technologist licensure, expanded-functions licensure in the State of New Jersey as a Registered Dental Assistant (RDA).

Curriculum Sequence

FIRST SEMESTER	CREDITS
<input type="checkbox"/> ENGL 101 English Composition I	3
<input type="checkbox"/> SPEH 101 Effective Speech	3
<input type="checkbox"/> DENT 101 Dental Science I	<u>1</u>
	10
SECOND SEMESTER	
<input type="checkbox"/> DENT 102 Dental Science II	2
<input type="checkbox"/> DENT 105 Chairside Assisting & Expanded Functions I	4
<input type="checkbox"/> DENT 107 Dental Infection Control & Biomedical Science	3
<input type="checkbox"/> DENT 110 Dental Radiography	<u>4</u>
	13
THIRD SEMESTER	
<input type="checkbox"/> DENT 205 Chairside Assisting & Expanded Functions II	4
<input type="checkbox"/> DENT 120 Dental Patient & Practice Management	2
<input type="checkbox"/> DENT 125 Dental Materials	2
<input type="checkbox"/> DENT 210 Dental Externship	<u>7</u>
	15
FOURTH SEMESTER	
<input type="checkbox"/> BIOL 105 Anatomy & Physiology I	4
<input type="checkbox"/> NTRN 101 Nutrition	3
<input type="checkbox"/> PSYC 101 General Psychology or SOCI 101 Introductory Sociology	3
<input type="checkbox"/> ____ ____ General Education Elective	<u>2-3</u>
	12-13
FIFTH SEMESTER	
<input type="checkbox"/> ____ ____ Mathematics Elective	3
<input type="checkbox"/> ____ ____ General Education Elective	3
<input type="checkbox"/> ____ ____ General Education Elective	3
<input type="checkbox"/> ____ ____ General Education Elective (if required)	<u>3</u>
	12

TOTAL MINIMUM CREDITS: 60

Dental Assisting Course Descriptions

DENT 101 Dental Science I..... 1 credit

This course is a study of general anatomy and physiology, basic anatomy of the oral cavity, oral histology, and oral embryology, as well as a study of the nomenclature, structure, morphology, and function of the teeth.

DENT 102 Dental Science II2 credits

This course will provide a continued study of the dynamics of oral health, preventive dentistry, risks, and disease prevention, treatment of dental disease, and follow-up to the disciplines of oral embryology and histology.

DENT 105 Chairside Assisting & Expanded Functions I.....4 credits

This course is designed to introduce the student to the clinical aspect of dentistry. The student learns dental procedures and the role of a dental auxiliary in the following areas: chairside assisting, general dentistry, special needs patients, medical emergencies, and modifications to normal dental routines.

DENT 107 Dental Infection Control & Biomedical Science.....3 credits

This course is designed to introduce the student, through lecture and lab, to the fundamental study of sterilization, infection control protocols, the transmission of infectious diseases, immunization, and applications of universal precautions.

DENT 110 Dental Radiology4 credits

The course introduces the dental assisting student to the basic radiologic principles of intraoral and extraoral imaging for dentoalveolar structures.

DENT 205 Chairside Assisting & Expanded Functions II.....4 credits

This course is designed to introduce the student to each of the recognized dental specialties in the following areas: chairside assisting, dental public health, preventative dentistry, endodontics, oral and maxillofacial surgery, orthodontics and dentofacial orthopedics, pediatric dentistry, periodontics, prosthodontics, dental anesthesiology, oral and maxillofacial pathology, and oral and maxillofacial radiology, and dental related environmental hazards.

DENT 120 Dental Patient & Practice Management2 credits

This course is designed for the student to learn through lectures computer and dental software, business and personal ethics, public health, jurisprudence, legal responsibilities of dental healthcare professionals, management of business and patient records, NJ Board of Dentistry Guidelines, prepare the dental auxiliary student to provide patient education to individuals and groups, focus on the patient as a whole person, and analyze the patient's lifestyle, values, behavior patterns and the environment in which the patient lives.

DENT 125 Dental Materials2 credits

This course will introduce and reinforce theory, techniques, and application in the handling of dental materials.

DENT 210 Dental Externship.....7 credits

The focus of this course is to provide an opportunity to integrate lecture and pre-clinical laboratory skills into the private practice setting. The students will actively participate in all aspects of dental assisting in assigned private dental offices.

General Education Courses, GPA, and Letter Grades

An applicant may enroll in general education courses at the College prior to acceptance into the Dental Assisting Program. Please note that enrollment in general education courses at the College does not guarantee acceptance to the Dental Assisting Program. Any general education (*non-DA*) courses can be taken prior to program application.

Applicants may use the College Level Examination Program (CLEP) to meet the general education coursework requirement. The total score must be equal to or greater than the ACE Recommended Credit-Granting Score. For more information and arrangements to take a CLEP subject exam, please contact the RCSJ Testing Center at 856-200-4648 or email testing@cc.rcsj.edu (Cumberland).

A student who has no previous experience with dentistry may consider taking the Certified Dental Office Assistant course offered at the College to increase their competency in this area. Students can take the course through the Career & Technical Education Division, which will provide students with a working vocabulary of dental terms, an introduction to dental software, and clinical procedures.

A student who has limited or no computer experience should consider taking one of the computer courses offered at the College, which will provide the student with knowledge of Microsoft Office Professional for Windows and experience with the internet. Students should consult with their academic advisor for course suggestions.

GPA Requirement

A cumulative grade point average of at least 2.50 is required for consideration for admission into the Dental Assisting Program. Verification of the student's cumulative GPA must be documented by submitting an official transcript from your last school of attendance.

There is no rounding of the cumulative GPA. The cumulative GPA is calculated to the hundredth digit. High school seniors (*class of 2023*) will use their weighted GPA, if available.

- **Example:** a 2.49 GPA is not considered a 2.50
- **Example:** a 2.578 GPA will be a 2.57
- Students with a high school GPA in the 0–100 scale are encouraged to consult the College Board's GPA conversion table for assistance in converting their GPA to a 4.0 scale.

Attention Current RCSJ Students: Please be aware that the RCSJ students' cumulative GPA must be a 2.50 or higher to start the Dental Assisting Program. At the time of application, if prior coursework prevents the student's cumulative GPA at RCSJ from being 2.50 or higher, please contact your Academic Advisor for options.

Letter Grades

Some colleges do not operate on the plus or minus grading scale. Students transferring coursework from a college that does not use a plus or minus grading scale will need to earn a letter grade of "B" or higher for coursework in the Dental Assisting Program that requires a minimum grade of "C+." For more clarification on this policy, students can contact SelectiveAdmissions@rcsj.edu



Section II: Admissions

- Frequently Asked Questions
- Step 1: General Admissions
- Admission Packet Requirements
- Step 2: Selective Admissions Ranking Criteria
- Information Session Dates and Registration Information
- Transcript Policies
- Transfer Students

Frequently Asked Questions

Q: How many students are accepted into the program per year?

A: The number of program seats is 20 per year.

Q: Do you have a rolling deadline?

A: The Dental Assisting Admission Application deadline is firm – no packets are accepted after the posted deadline. All admissions decisions are final after the deadline.

Q: Can I apply to Gloucester and Cumberland Campuses for Dental Assisting?

A: No. The Dental Assisting Program is only held on the Cumberland Campus. Students must submit their packet to Cumberland only.

Q: Do I have to have all general education elective courses completed before applying?

A: RCSJ does not have a set list of prerequisite courses to apply to the Dental Assisting Program. Students must meet all general and selective admissions criteria to apply to the program. The remaining general education courses can be taken concurrently with Dental Assisting courses as listed on the Program of Study. A minimum grade of “C+” is required in all DA courses, and students must maintain a cumulative GPA of 2.5 to remain in the Dental Assisting Program.

Q: Admissions has my high school and college/university transcripts on file. Is it necessary to include them in my portfolio?

A: No, just verify that all transcripts are on file and up to date with the admissions office

Q: I completed the general education courses in the Dental Assisting Curriculum. Does this mean I can complete the program sooner than outlined in the Program of Study?

A: No. The program takes three semesters of coursework and cannot be accelerated or decelerated in any way.

Application Process Overview

Selective admission programs at Rowan College of South Jersey have a unique, two-step application process that is necessary due to the College's open general admission policy. To be considered for admission to the Dental Assisting Program, applicants must complete the first step for general admissions to RCSJ. Once Step 1 is complete, the applicant may then proceed to the second step for selective admissions to the Dental Assisting Program. Please note that general admissions and selective admissions are two distinct processes.

Step 1 General Admission

General Admission is the first step of the application process to the Dental Assisting Program. This process will provide a student with acceptance to the College, but not the Dental Assisting Program. A student must complete a General Admission application for the Cumberland Campus or be a current student **prior to** submitting a Dental Assisting Admission Packet. If there are questions regarding application status, please contact SelectiveAdmissions@rcsj.edu.

1. Complete and submit a general admission application to the Cumberland Campus online at [RCSJ.edu/Apply](https://rcsj.edu/Apply) and select the A.A.S. Health Science, Dental Assisting pathway. Designation as a potential Dental Assisting applicant does not guarantee or imply special consideration for acceptance to the Dental Assisting Program.
2. Students must submit an official copy of their high school transcript documenting high school graduation (or earned GED) to the Admissions Office of the intended campus. This is mandatory for all applicants, regardless of additional degrees earned.
3. Satisfy the RCSJ Placement Test requirement based on the following:
 - Meet one of the exemption criteria
 - Test above the remedial level in all areas
 - Complete all required remediation

Note: If accepted into the program, applicable college credits will be automatically transferred.

Step 2 Selective Admission

Once the general admission process is complete, students are ready to begin the second step in the application process: submission of the Dental Assisting Admission Packet. Each applicant is required to gather all documentation listed on the checklist and present it to the dental director on the Cumberland campus as a completed packet. **Once submitted, the packet is a final document and property of the College. Students cannot add, remove, or edit any documents.**

A complete admission packet consists of the following documents:

1. **Dental Assisting Admission Packet Checklist**
2. **Dental Assisting Program Application**
3. **General Admissions Completion Form (Signed by RCSJ Admissions)**
4. **Information Session Proof of Attendance Email** (Email is sent to students 1-3 business days after each session.)
5. **Verification of GPA** of at least 2.5 from currently attending/last school/college attended.

Step I: General Admission – Cumberland Campus

This section is for applicants who need to complete a general admission application to the Cumberland Campus **prior** to submitting their Cumberland Campus Dental Assisting Admissions Packet.

Apply and Submit Official Documents

- A. Complete the free online application at RCSJ.edu/cc/Apply
- New students are recommended to declare A.A.S. Health Science, Dental Assisting Pathway as their course of study.
 - **Current** students do not need to reapply to the College but should verify application status with the Admissions Office and verify their contact information (including mailing address, telephone number and email) is current with the Student Records office.
 - Returning students who have not attended the college in 3 or more years or recently earned a degree from RCSJ must reapply to the College.
 - Current Gloucester Campus students will need to complete a new application to the Cumberland Campus.
 - Graduating HSOP Students (class of 2027) and Visiting (Non-Matriculated) Students will need to complete an application to the College as a new, degree-seeking student.
 - Designation as a potential Dental Assisting applicant does not guarantee or imply special consideration for acceptance to the Dental Assisting Program.
- B. Send official high school transcript or high school equivalency documents and any college transcripts to the Gloucester Admissions Office. Transcripts must be issued directly from the institution. High school completion credentials are mandatory for all applicants.

Satisfy Placement Test Requirements

- A. Students interested in applying to Selective Admissions Programs (e.g., Dental Assisting) must satisfy the the college's traditional placement testing requirements.
- Applicants may be exempt from the College's placement exam if they meet certain exemption criteria. A full list of exemption criteria can be found on the Cumberland Campus Testing Center website: RCSJ.edu/Testing/Exemptions.
 - Unless students meet one of the exemption criteria or test above the remedial level in all areas, they must complete all required remediation before applying to the program.
 - Coursework used for test exemption must be equivalent to a grade of "C" or better at RCSJ.
 - **Please Note:** Dental Assisting applicants must complete the test requirements at the Cumberland campus; test exemption criteria may vary by campus. Responsibility for completing general placement testing requirements lies with the applicant.
 - General admission application status and placement test exemption status are verified through the RCSJ General Admission Completion form. This form must be completed and signed by an RCSJ admissions representative on your intended campus **PRIOR** to submitting the admissions packet.

Contact Information

Rowan College of South Jersey Cumberland Campus
3322 College Drive
Vineland, NJ 08360
Phone: 856-200-4668
Email: testing@cc.rcsj.edu

Step 2: Selective Admission – Dental Assisting

Once the general admissions process is complete, students are ready to begin the second step in the application process: submission of the Dental Assisting Admissions Packet.

Each applicant is required to gather **all documentation** listed on the checklist and submit it to the selective admissions office as a completed admission packet. Once submitted, the packet is a final document and property of the College. Applicants may not add, remove, or edit it once it has been submitted to the College, with the exception of updated transcripts.

The items listed below are **REQUIRED** for all applicants to the Dental Assisting Program at the time of their admission packet submission. Note: The packet is considered complete at the time of submission when all General Admissions and Selective Admissions Dental Assisting Program Application Requirements are satisfied.

1. Completed general application to the intended Campus
 - General Application completed and submitted online at [RCSJ.edu/Apply](https://www.rcsj.edu/Apply)
 - Submitted Official High School Transcript
 - Satisfied Placement Test Requirements on Intended Campus
2. Attended one mandatory Dental Assisting Information Session
 - RCSJ Proof of Attendance email must be included in the admission packet
3. Completion of the Dental Assisting Admission Packet, available for PDF download:
 - Dental Assisting Portfolio Checklist
 - 2027 Dental Assisting Admissions Ranking Sheet
 - 2027 Dental Assisting Application
 - General Admission Completion Form
 - Admissions Packet Submission Agreement
4. Verification that all transcripts are submitted and up to date.
 - RCSJ transcript should be unofficial.
 - Printed copies of electronic transcripts are not considered official.
5. Submission or resubmission of **official high school transcript**
 - If applicable (in sealed envelope obtained from high school). Not required if official copy is on file with the general admissions office, and the student will use a college-level lab science as their ranking requirement.

Step 2: Selective Admission – Ranking Criteria

IMPORTANT!

All applicants are ranked objectively based on the criteria below. Applicants are required to submit minimum qualifying scores in ALL areas to be considered eligible. **Meeting or exceeding minimum requirements does NOT guarantee acceptance in the program.**

Requirement: 100%	Cumulative GPA Minimum Cumulative GPA: 2.500
	<ul style="list-style-type: none">• Verified from an official transcript from the school the applicant currently attends or most recently attended at the time of program application.• No Rounding of GPA is accepted.• The GPA will be calculated to the hundredth digit.• High school seniors will use their weighted GPA if available.

Dental Assisting Information Sessions

All Dental Assisting Program information sessions will be in via Zoom.

- Attendance at one information session is mandatory to apply to the 2027 Dental Assisting Program and must be completed **prior to submission of the admission packet**.
- Packets submitted **without proof of attendance** are marked as incomplete and not considered for admission.
- Information sessions expire **annually**. Applicants must attend a new information session for the year in which they apply.
- Registration is **required** for each information session. Please register for the session with a regularly checked email to ensure receipt of the correct session Zoom link.
- To register for an information session, go to: RCSJ.edu/SelectiveAdmissions/Cumberland.
- Information sessions are held annually for prospective applicants to learn about the current application process and to provide an opportunity to ask and have questions answered.
- Each information session will start promptly at the scheduled time and will last about 1.5 hours.
- Attendees must be registered for the session, and late entries are **prohibited**. **Please plan ahead!**

Dental Assisting Information Session Dates and Times

Day	Date	Time
Wednesday	07/01/2026	12:00 p.m. (virtual)
Monday	08/10/2026	10:00 a.m. (virtual)
Thursday	09/24/2026	3:00 p.m. (virtual)
Wednesday	10/14/2026	5:00 p.m. (virtual)
Tuesday	11/10/2026	10:00 a.m. (virtual)
Wednesday	12/2/2026	5:00 p.m. (virtual)
Tuesday	1/26/2027	12:00 p.m. (in-person)
Thursday	02/11/2027	3:00 p.m. (virtual)
Tuesday	03/09/2027	10:00 a.m. (virtual)
Thursday	03/25/2027	12:00 p.m. (virtual)
Wednesday	03/31/2027	5:00 p.m. (virtual)

Information Session Segments

- **Admissions:** Representatives from the Admissions Office will review the two-step application process for the Dental Assisting program.
- **Program:** Representatives from the Dental Assisting Program will review information about the program, including health packet requirements, course schedules, and resources available for accepted students
- **Q&A:** Attendees will have an opportunity to ask questions and have questions answered by panelists in attendance. Questions should be general in nature about the program and the application process.

Proof of Attendance

- Applicants must have proof of attendance at one information session is mandatory to apply to the 2027 Dental Assisting program.
- Applicants are required to stay for the entire length of the information session to receive

attendance credit. Attendees who leave before the completion of the program information section will not receive credit for attending and will need to attend a new session.

- Information session attendees will receive a proof of attendance email 1-2 business days following their information session.
- Information sessions expire annually. Applicants must attend a new information session for the year in which they apply.

Transcripts

Transcripts previously sent to RCSJ for the general admission file will be added to the packet; therefore, students do not need to resubmit their official transcripts in their Dental Assisting Admission Packet.

High School Transcripts

For general admission to RCSJ (*STEP 1, page 18*), submission of an official copy of the student's official high school transcript documenting high school graduation (*or earned GED*) is **mandatory** for all applicants, including those who may have earned additional college degrees.

RCSJ uses the final letter or number grade listed on the transcript for admissions consideration, regardless of course weight (*honors, Advanced Placement, etc.*) Be aware that college-level courses taken while in high school through dual credit programs may have generated a college transcript. It is the student's responsibility to confer with their high school counselor about dual credit agreements with other institutions and request official college transcripts for their dual credit courses.

RCSJ Students

Students may place an unofficial copy of their RCSJ transcript in the packet if desired; however, it is not required and any additional fees incurred for transcripts are the sole responsibility of the student.

Current RCSJ students planning to submit a Dental Assisting Packet to the college may be asked to provide an official copy of their transcript. If accepted to the program, the transcript may be needed for transfer credit evaluation purposes.

International Transcripts

Transcripts from other countries must be translated into English and evaluated before they can apply to the dental assisting program. Students must request a general evaluation of their high school transcript and a course-by-course evaluation of their college/university transcript(s). For more information, go to: rcsj.edu/International. The international transcript(s) must be evaluated by one of the following organizations:

-NACES
(naces.org)

-IEES, Inc.
(edevals.com)

-FCSA
(foreigncredentials.org)

-WES
(wes.org)

-SpanTran
(SpanTran.com)

Transcripts (*Continued*)

Transfer Student Responsibility

It is the applicant's responsibility to ensure coursework submitted for the Dental Assisting Submission ranking requirements is acceptable prior to submission of the Dental Assisting Packet.

Applicants should have prior coursework evaluated for transfer credit before submission of the Dental Assisting Packet by submitting an official transcript(s) from their previous institution(s) and completing a Transfer of College Credit Request Form through the Gloucester Admissions Office: [RCSJ.edu/Transfer/Gloucester](https://www.rcsj.edu/Transfer/Gloucester) or the Cumberland Admissions Office: [RCSJ.edu/cc/Transfer](https://www.rcsj.edu/cc/Transfer).

Courses Eligible for Transfer

Only general education courses from other colleges and universities may be eligible for transfer to the Dental Assisting Program. Applicants who are currently enrolled or were previously enrolled in another college's Dental Assisting Program should be advised that those Dental Assisting courses cannot transfer to the RCSJ Dental Assisting Program.

Letter Grades

Some colleges do not operate on the plus or minus grading scale. Students transferring coursework from a college that does not use a plus or minus grading scale will need to earn a letter grade of "B" or better for coursework in the Dental Assisting Program that requires a minimum grade of "C+." For more clarification on this policy, students can contact selective admissions.

Transcript Submission and Resubmission

Applicants must include a transcript from any college or university where they created an academic record. This can include students who registered for courses and then withdrew, students who are guests/visiting students at another institution, students who took only one course at the college, and students enrolled in high school dual credit programs.

Applicants requesting transcripts from colleges or universities that use an electronic transcript delivery service (*National Student Clearinghouse, Parchment, etc.*) must request a physical copy be mailed to their personal address, not RCSJ. Copies of electronic transcripts printed by the applicant are not considered official copies.

In the event a college no longer sends physical copies of transcripts due to a pandemic, students should contact Admissions well in advance of the admission packet deadline for guidance. **Please contact the Cumberland Admissions Office at 856-200-4669 or the Gloucester Admissions Office at selectiveadmissions@rcsj.edu with any questions regarding transcripts.** Omission of any official college transcript (*exception: RCSJ transcripts*) is grounds for an incomplete packet. **Incomplete packets are not considered for acceptance.**



Section III:

Informational

POLICY:
Infection Control Guidelines

- A. Infection Control Program Objectives (CODA standards 2-9 and 5-1):
- a. Reduce the number of pathogenic microbes to a level that the normal resistance mechanisms of the body can prevent infection.
 - b. Break the cycle of infection and eliminate cross-contamination.
 - c. Treat every patient and every instrument as a possible source of infectious disease transmission.
 - d. Protect patients and personnel from infection and thus the consequences of infection and protect all dental personnel from the threat of malpractice.
- B. Principal Pathogens of Concern:
- a. COVID-19 (Corona Virus)
 - b. Mycobacterium Tuberculosis (TB)
 - c. Hepatitis B Virus (Hep B)
 - d. Staphylococci (Staph)
 - e. Cytomegalovirus (Mono)
 - f. Herpes Simplex Virus Types I and II (Herpes)
 - g. HTLV-III/LAY (Acute T-Cell Leukemia/Lymphoma)
 - h. Viruses that infect the upper and lower respiratory tracts
 - i. Certain Venereal Diseases
 - j. Fungi
 - k. Yet to be discovered pathogens.
- C. Terminology
- a. Sterilization: Process by which all forms of microorganisms are destroyed, including viruses, bacteria, fungi, and spores.
 - b. Disinfection: Process by which vegetative microorganisms and viruses are destroyed but some microbial forms such as bacterial endospores may not be affected.
 - c. Disinfectants: Destroy vegetative forms of pathogens, influenza, enteroviruses, and mycobacterium tuberculosis with 30 minutes of exposure.
 - d. Antiseptics: Antimicrobial agents for application to a body surface in an attempt to prevent or minimize infection at the area of application.
 - e. Sepsis: A disease condition that may affect the health and integrity of adjacent parts of the body and/or the general health through the dissemination of toxins.
 - f. Asepsis: Without infection; free of viable microorganisms.
- D. Infection Control Measures
- a. Immunization:
 - i. Healthcare workers should have up-to-date immunizations to protect their health. Hepatitis B Virus and TB Immunization are highly recommended for all healthcare workers.
 - b. Products and Manufacturer's Instructions

- i. For surface disinfectant: Cavicide is an example of an intermediate-level surface disinfectant. Follow the manufacturer's instructions for product use, as each one is different.
 - ii. For immersion disinfection and sterilization: Glutaraldehyde is an example of a high-level disinfectant for immersion disinfectant. Follow the manufacturer's directions for use for sterilization.
- c. Infection Control Procedures in the Dental Setting
- i. Before patient treatment:
 - 1. Obtain and review a thorough medical and dental history. Medical history and examination cannot reliably identify all infectious patients; therefore blood and body fluid precautions must be consistently implemented by all healthcare professionals with all patients.
 - 2. Note answers regarding:
 - a. Medications
 - b. Surgeries
 - c. Current and recurrent illnesses
 - d. Unintentional rapid weight loss
 - e. Lymphadenopathy
 - f. Oral soft tissue lesions
 - g. History of hepatitis
 - 3. Medical consultations may be indicated when a history of active infection or systemic disease is elicited.
 - 4. All patients with infectious diseases cannot be readily identified. Follow Universal/Standard Precautions for all patients.
 - 5. All environmental surfaces must be disinfected with surface disinfectant or protected with disposable coverings to prevent contamination by blood or saliva at the start of the day and changed/cleaned after each patient and at the end of the day.
 - a. Surfaces such as light handles or x-ray unit heads may be wrapped with impervious-backed paper, aluminum foil, or clear plastic wrap.
 - b. Gloves must be worn to discard used coverings.
 - c. After removing gloves and washing hands, previously covered areas should be surface disinfected, if touched while removing covers, and re-covered. Alternatively, these surfaces may be decontaminated with a chemical disinfectant.
 - d. Surfaces and equipment that cannot be covered or removed for cleaning and sterilization should be thoroughly cleaned and disinfected by using the double wipe method or spray, wipe, spray method with surface disinfectant.
 - 6. Disinfect prostheses and appliances received from the laboratory prior to placing them in the operatory.
 - ii. During Patient Treatment:
 - 1. Treat all patients as potentially infectious.
 - 2. Use protective attire and barrier technique when contact with body fluids or mucous membranes is anticipated.
 - 3. Gloves that cover the cuffs of long-sleeved gowns should be always worn when with the patient.

4. Wash hands before and after each gloving and patient.
5. New gloves are used for each patient.
6. A pair of over-gloves should be used when writing on patient charts or retrieving additional supplies. Over-gloves are removed before returning to patient care.
7. Wear an appropriate level 3 or N95 respirator mask to protect the oral and nasal mucosa from the spatter of saliva and/or blood.
8. Wear protective goggles or glasses with side shields (or face shields) to protect eyes from the splatter or aerosol of blood and saliva.
9. Wear knee-length, long-sleeved gowns, lab coats, or uniforms with high collars for protection against the spatter of body fluids and to cover clothing.
10. Change garments immediately if they are penetrated by blood or OPIM (other potentially infectious materials).
11. Protective attire should be removed and placed in a separate laundry area after use.
12. Minimize the formation of droplets, splatters, and aerosols by using high-speed evacuation, proper patient positioning, and a rubber dam whenever appropriate.
13. Dental personnel should limit the field of contamination by avoiding contact with objects such as computers, charts, telephones, and cabinets during patient treatment procedures. If contact with these items is unavoidable, use the over-glove method described above.
14. Patients should be instructed to rinse with antiseptic mouthwash to temporarily reduce bacteria count in the mouth prior to treatment.
15. Hand Protection
 - a. Wash hands with an antimicrobial hand cleaner for 30 seconds before putting on gloves and after gloves are removed.
 - b. A surgical scrub should be done at the beginning of the day.
 - c. Discard gloves that are torn, cut, or punctured.
 - d. Avoid hand injuries.
 - e. Dental Health Care Workers who have exudative lesions or weeping dermatitis should refrain from direct patient contact until the condition is resolved.
16. To avoid contamination of x-ray equipment and films:
 - a. Protective coverings or disinfectants should be used to prevent microbial contamination of collimating tubes.
 - b. Contaminated intraoral film packets should be opened in the day light loader using gloves.
17. Sharp instruments and needles should be considered as potentially infectious and must be handled with care:
 - a. A sterile syringe, a new disposable needle and new carpules should be used for each patient.
 - b. Needles, scalpel blades, burs and other sharp instruments should be handled carefully to prevent unintentional injuries and disposed of in the sharp's container.
 - c. Recapping of a needle can be accomplished by the one-handed scoop method, recapping protection board, or by placing the cap in a holder so that the needle can be guided into it without injury.

- d. Disposable syringes, needles, scalpel blades, and other sharp items should be discarded into puncture-resistant containers in the operatory.
 - e. Needles should not be bent or broken.
- iii. After Patient Treatment
 1. Wear heavy-duty rubber gloves when cleaning instruments to prevent hand injuries.
 2. Gloves must be discarded when they become torn.
 3. Clean instruments thoroughly to remove blood and debris before autoclaving and disinfecting:
 - a. Soak instruments in immersion disinfectant to reduce microbial debris.
 - b. Scrub by holding the center of the instrument handle with one hand and the instrument scrub brush with the other brushing away from yourself, but only if necessary.
 - c. Use ultrasonic cleaner.
 - d. Pat dry instruments thoroughly if using chemical or dry heat sterilizer.
 - e. Put in an autoclaving bay.
 4. Metal and Heat Stable Dental Instruments Should be Routinely Sterilized Between Use By:
 - a. Steam under pressure (autoclaving/statim)
 - b. Dry Heat
 - c. Chemical Vapor
 5. Instruments to Be Sterilized:
 - a. Sterilize instruments that penetrate soft tissue or bone.
 - b. Sterilize (whenever possible) all instruments that encounter oral mucous membranes, body fluids, or those that have been contaminated with secretions of patients.
 - c. Otherwise, use appropriate, immersion disinfectant.
 - d. Wrap or bag BEFORE sterilizing and the bag should be self-sealing or sealed with appropriate tape and dated.
 - e. After sterilization, the instruments should be stored in sealed packages until they are used.
 - f. Biological Monitors should be used weekly to verify the adequacy of sterilization cycles, (refer to a maintenance schedule and procedures and logged appropriately.
 6. Clean Hand Pieces and Dental Units:
 - a. After use, the handpieces should be:
 - a. Flushed for 20-30 seconds into the sink.
 - b. Thoroughly scrubbed with a detergent and water to remove adherent materials (do not submerge or place in the ultrasonic bath).
 - c. Thoroughly wiped with absorbent material saturated with surface disinfectant.
 - d. Lubricate each handpiece prior to sterilization.
 - e. Handpieces should be sterilized according to the manufacturer's directions.
 7. Air-Water Syringes:
 - a. Unless using disposable water syringes, treat in the same manner as the hand pieces.
 8. Ultrasonic Tips:
 - a. Flushed for 20-30 seconds into the sink.

- b. Thoroughly scrubbed with a detergent and water to remove adherent materials (do not submerge reeded tips or place in ultrasonic bath).
 - c. Thoroughly wiped with absorbent material saturated with surface disinfectant.
 - d. Should be sterilized according to manufacturer's directions.
 - iv. Broken, contaminated glassware is picked up with a mechanical device (dustpan, brush, or forceps). NEVER HANDLE WITH HANDS.
 - v. Decontaminate Environmental Surfaces:
 - 1. Wipe work surfaces with 4" x 4" gauze saturated with surface disinfectant or a 1:10 to 1:100 dilution of household bleach, or other OSHA approved dental cleaners.
 - 2. Change all protective coverings after each patient.
 - vi. Decontaminate Supplies and Materials:
 - 1. Rinse and disinfect impression and bite registrations by:
 - a. Spraying commercial bleach or surface disinfectant.
 - 2. Rinse and clean removable appliances with ultrasonic solution in a beaker, to isolate the appliance from the ultrasonic bath.
 - a. Sterilize the beaker (used for the process) in autoclave.
 - vii. Contaminated Waste Removal:
 - 1. Pour blood, collected body fluids, and other liquid waste into a drain connected to a sanitary sewer system.
 - 2. Place solid waste contaminated with blood or saliva in sealed, sturdy, impervious bags.
 - 3. Follow local government regulations for disposal.
 - 4. Disposable items heavily soiled by blood must be placed into the appropriate biohazard container.
- d. Infection Control in the Dental Laboratory:
 - i. Wear a lab coat, gloves, safety glasses, and masks.
 - ii. Disinfect impressions as required.
 - iii. Disinfect work surfaces:
 - 1. Wipe work surfaces with 4" x 4" gauze saturated with surface disinfectant or Cavicide wipe to remove debris.
 - 2. Disinfect with surface disinfectant.
 - 3. Place solid waste (contaminated with blood or saliva) in impervious bags and dispose of them properly.
 - 4. Always use separate sets of instruments, attachments, and materials, for prostheses used in the mouth.
 - 5. Change pumice after every use.
 - 6. Clean and disinfect equipment that has been used with mouth prosthesis.
 - 7. Autoclave rag wheels.

**GUIDELINES:
Disposal of Hazardous Waste**

A. Impervious Treatment Session:

- a. All disposable items such as blood or saliva-soaked saliva ejectors, gauze, napkins, gloves, masks, cotton rolls, etc., are to be placed in the plastic bag inside the impervious treatment trash receptacle at the end of the treatment session.
 - i. The trash bag is removed and labeled, "Biohazard Waste".
 - ii. This bag is placed in a special container and labeled, "Hazardous Waste", as per EPA regulations.
- b. All Sharps, such as carpules, needles, and ortho-wires, are placed in a *Rigid Sharps Container*.
 - i. Extracted teeth that have been soaked in chlorine bleach are also placed in the *Rigid Sharps Container*.
 - ii. The container is removed and sealed closed when $\frac{3}{4}$ full.
 - iii. The container is to be transported by a reputable company that hauls *hazardous regulated waste*.
- c. All amalgam scraps are placed in a fixer and disposed of in an *Amalgam Collection Container* or other *air-tight container*.
- d. All radiographic solutions are diluted and placed in the sewer system and flushed, as per EPA regulations.

GUIDELINES:

Autoclave/Statim Monitoring

A. Monitoring Frequency

- a. Autoclave/Statim are tested weekly with current spore testing products and logged appropriately.

B. Monitoring

- a. Identify the proper indicator for the type of machine being monitored.
- b. Place an indicator in a suitable location (among the packs to be sterilized) in the most challenging area in the sterilizer.
 - i. Generally, on the bottom shelf, near the door, and over the drain for steam sterilizers.
 - ii. Process the load as usual.
 - iii. Retrieve the indicator from the sterilizer.
 - iv. Allow the test indicator to cool for at least ten minutes.
 - v. After sterilization, use CAUTION:
 1. The contents of biological indicators are hot and under pressure.
 2. Always allow them to cool.
 3. Failure to cool for at least 10 minutes may cause the glass ampule to burst which may result in injury from flying debris.
- c. Incubation
 - i. When using the incubator, the sterilization indicator must be activated before placement in the incubator.
 - ii. Verify the indicator has been sterilized by checking that the chemical indicator has changed in color.
 - iii. Activate the indicator by crushing.
 - iv. Place the activated indicator in the incubator and incubate immediately.
 - v. An activated non-sterilized indicator should be incubated with the sterilized indicator as a growth control to confirm spore viability and incubator function.
- d. Interpretation
 - i. Examine the sterilized indicator at regular intervals (e.g., 12, 24, & 48 hours) for any color changes.
 1. A change in color indicates bacterial growth (positive reading.)
 2. No color change indicates an adequate sterilization cycle.
 3. Act on a positive indicator as soon as the first evidence of growth is noticed.

4. There is no need to incubate a negative indicator for more than 24 (or in some cases, 48 hours), as per the manufacturer's directions.
- ii. If control is utilized, examine the non-sterilized indicator at the same regular time intervals.
 1. The non-sterilized indicator should change color if the incubator is functioning properly.
 2. Report any deviation from normal to the clinical supervisor.

DENTAL RADIOGRAPHY CURRICULUM

Part I. RADIATION BASICS

- A. Radiation Physics
 - 1. Curriculum Outline
 - a. History of X-Rays
 - b. Role of Radiology in Modern Dentistry
 - c. Natural and Artificial Sources of Ionizing Radiation
 - d. X-ray Tube and Machine Components
 - e. X-ray Production
 - f. X-ray Beam Quantity and Quality
 - g. Properties of X-rays
 - 2. Objectives
 - a. Discuss the important developments in the history of X-rays as it applies to modern dentistry.
 - b. Define ionizing radiation and identify its natural and artificial sources.
 - c. Identify the components of an x-ray tube and machine.
 - d. Discuss the characteristics of the anode and cathode in terms of description, composition, and function.
 - e. Describe the principles of X-ray production.
 - f. Define x-ray beam quantity and quality and identify their controlling factors.
 - g. Discuss the properties of X-rays.
- B. X-ray Films and Radiographic Film Quality
 - 1. Curriculum Outline
 - a. Radiographic Density and Influencing Factors
 - b. Radiographic Contrast and Influencing Factors
 - c. Definition (Recorded Detail) and Influencing Factors
 - d. Size and Shape Distortion and Influencing Factors
 - e. Film Characteristics
 - f. Types of Films, X-ray Film Packets, Cassettes, Intensifying Screens, Film Holders.
 - g. Formation of the Latent Image.
 - 2. Objectives
 - a. Define radiographic density, radiographic contrast, definition, and distortion, and identify each of their influencing factors.
 - b. Define, state purpose, and locate on an x-ray unit the following: kilovoltage (kVp) control; milliamperage (mA) control; exposure time control; line voltage compensator, exposure switch; tube housing; collimation; and filtration.
 - c. Calculate milliamperage-seconds (mAs).
 - d. Discuss the Inverse Square Law and how it is used to maintain density when distance is changed.
 - A. Identify the parts that makeup x-ray film, x-ray film packets, cassettes and intensifying screens and describes the function of each part.
 - A. Properly inspect cassettes and intensifying screens and perform routine maintenance.
 - g. Identify the different types and speeds of X-ray film and their use in dental radiography.
 - h. Define latent image formation.
 - i. Properly operate various types of X-ray equipment.
 - j. Apply the proper technical factors to produce a radiograph of acceptable diagnostic quality with minimal exposure to the patient.
 - k. Select the proper type of film, film holders, cassettes, etc. to produce a radiograph of acceptable diagnostic quality with minimal exposure to the patient.
- C. Patient Management and Infection Control
 - 1. Curriculum Outline
 - a. Principles of Patient Management and Professional Ethics
 - b. Infectious Diseases and Precautions

- c. Aseptic Techniques
- 2. Objectives
 - a. Perform patient management techniques related to dental radiography.
 - b. Address patient concerns about ionizing radiation associated with the dental radiographic procedure, including patient refusal of the radiographic procedure.
 - c. Identify the sources and modes of transmission of infectious diseases that are common in the dental office.
- A. Protect the patient and operator from disease transmission through the selection of infection control techniques and barriers according to ADA/CDC and OSHA guidelines.
 - e. Perform proper hand washing.
 - f. Maintain aseptic conditions, including the use of aseptic techniques for film holders and other positioning devices.
- D. Radiographic Positioning
 - 1. Curriculum Outline
 - a. Image Geometry
 - b. Patient Positioning
 - c. Film/Film Holder Placement
 - d. Cone Positioning and Exposure Factors for:
 - © Parallel Technique
 - ii. Bisecting Technique
 - e. Occlusal Radiographic Techniques
 - f.* Extraoral Techniques (Such as panoramic, lateral jaw, cephalometric, transcranial/TMJ procedures).
 - g. Patient Variations that Affect Radiographic Techniques
 - 2. Objectives
 - a. Select the appropriate film (size and speed) and accessories such as film holder, cassette, lead aprons, thyroid collars, etc. depending on the patient's characteristics and the radiographic procedure.
 - b. Describe the use and purpose of various intraoral and extraoral radiographs such as: periapical, bitewing, occlusal, panoramic, lateral jaw, cephalometric, and transcranial/TMJ.
 - c. Compare paralleling and bisecting angle techniques, including the advantages and disadvantages of each.
- A. Expose intraoral dental film using proper positioning and exposure techniques for the paralleling method.
- A. Expose intraoral dental film using proper positioning and exposure techniques for the bisecting angle method.
 - f.* Expose extraoral dental film using proper positioning and exposure technique.
 - g. Evaluate radiographs for diagnostic value.
 - h. Identify positioning and exposure errors and implement corrective action when necessary.
- A. Identify patient variations that affect exposure factors, such as: patient age, edentulous arches, and pathology.

*=Extraoral techniques shall include didactic instruction as well as video demonstration utilizing youtube.com. Laboratory education is not available at this educational site, however, clinical education will be provided.

PART II. EQUIPMENT, FILM, AND PROCESSING

- A. Darkroom and Processing Techniques
 - 1. Curriculum Outline
 - a. Solution Chemistry
 - b. Darkroom Equipment and Safe Lighting
 - c. Automatic Film Processing
 - d. Manual Film Processing
 - e. Film Processing Techniques
 - 2. Objectives
 - a. Identify the components of automatic and manual processing cycles and the specific action for each component.
 - b. Describe the functions of processing solutions.

- c. Identify optimum conditions and procedures for processing radiographic film in both manual and automatic processors.
- A. Inspect and evaluate the darkroom area for proper temperature, humidity, and radiation protection.
- A. Identify and correct errors related to improper darkroom conditions and handling of radiographic films.
- A. Prepare, maintain, and replenish film processing solutions for manual and automatic processors.
 - g. Process exposed intraoral and extraoral dental films, producing radiographs free of processing errors.
 - h. Evaluate radiographs for processing errors and modify conditions as needed.

III. MOUNTING AND LABELING RADIOGRAPHS

A. Film Mounting

- 1. Curriculum
 - a. Anatomical Landmarks Essential to Film Mounting
 - b. Film Mounting Procedures
 - c. Film Identification and Legal Requirements
 - d. Duplication of Radiographs
- 2. Objectives
 - a. Identify anatomical structures, dental materials, and patient information on radiographs, including differentiating between radiolucent and radiopaque areas.
 - b. Match specific tooth radiographs to specific tooth mount windows for an 18-film series.
 - c. Identify information that must legally appear on the mount label.
 - d. Identify the purpose for the retention of radiographs.
 - e. Describe the process for duplicating radiographs.

IV. RADIATION PROTECTION OF THE OPERATOR

- 1. Curriculum Outline
 - a. Radiation Protection Methods in the Dental Office
 - b. As Low As Reasonably Achievable (ALARA)
 - c. Radiation Monitoring Devices.
 - d. Units of Ionizing Radiation Measurement
 - e. Annual Occupational Dose Limit
 - f. Embryo-Fetus Exposure Limits of an Occupational Worker
- 2. Objectives
 - a. Practice operator safety measures to provide protection from X-ray radiation.
 - b. Define the occupational annual dose limit as currently published by the National Council on Radiation Protection and Measurement (NCRP).
 - c. Define the monthly embryo-fetus dose limit as currently published by the National Council on Radiation Protection and Measurement (NCRP).
 - d. Apply the ALARA principle.
 - e. Use proper monitoring devices and radiation protection practices to assure that the occupational and the embryo-fetus doses are within acceptable limits of radiation exposure.
- A. Define the units of ionizing radiation measurement in terms of Roentgen ©, Radiation Absorbed Dose (rad), and Roentgen Equivalent in Man (rem).
 - g. Convert R to mR; Rad to mRad; and Rem to mRem and vice versa.
 - h. Identify major causes of unnecessary X-ray exposure to the operator.
 - i. Define the minimum acceptable distance that an operator should stand away from the X-ray tube when the exposure switch is located within the X-ray room.

V. RADIATION PROTECTION OF THE PATIENT

A. Radiation Biology (

- 1. Curriculum Outline
 - a. Interaction of Ionizing Radiation with Cells
 - b. Factors Influencing Biological Response of Cells to Ionizing Radiation
 - c. Somatic and Genetic Effects of Ionizing Radiation
 - d. Cumulative Effects of Ionizing Radiation

2. Objectives
 - a. Discuss the interactions that ionizing radiation has with the cell.
 - b. Identify the factors affecting cell response to ionizing radiation.
 - c. Describe the somatic and genetic effects of ionizing radiation.
 - d. Identify the cumulative effects of ionizing radiation.
 - e. Characterize types of cells in groups according to their degree of sensitivity to ionizing radiation.

B. Radiation Protection of the Patient

1. Curriculum Outline

- a. Primary and Scattered (Secondary) X-ray Radiation
- b. Patient Radiation Protection Methods in the Dental Office
- c. Non-Occupational Annual Radiation Exposure Limitation
- d. As Low As Reasonably Achievable (ALARA)
- e. Special Precautions For Children, Female Patients in their Childbearing Years and for Pregnant Patients.
- f. Guidelines for Frequency of Radiographic Procedures
- g. X-Ray Machine Malfunctions

2. Objectives

- a. Compare the production of primary radiation with the production of scattered (secondary) radiation.
- b. Apply the principles of radiation protection and health physics and hazards in the operation and maintenance of radiographic equipment.
- c. Demonstrate understanding of how filtration, lead aprons, thyroid collars, film speed, mA, kVp, exposure time, distance, collimation, proper film processing, and cone (PID) length influences patient dose.

A. Practice patient safety measures to provide protection from X-ray radiation.

A. List and practice special precautions for children, and female patients in their childbearing years and for pregnant patients.

- f. Define non-occupational individuals.
- g. Define the non-occupational annual dose limit as currently published by the National Council on Radiation Protection and Measurement (NCRP).
- h. Apply the ALARA principle.
- i. Identify major causes of x-ray exposure to the patient.
- j. Identify current guidelines determining the frequency of radiographic procedures.
- k. Identify common x-ray machine malfunctions and reporting procedures.

VI. STORAGE OF UNEXPOSED FILM AND PROCESSING CHEMICALS

1. Curriculum Outline

- a. Proper Film Storage and Inventory Control
- b. Processing Chemical Storage and Disposal

2. Objectives

- a. Inspect and evaluate film storage areas for proper temperature, humidity, radiation protection, and inventory control.
- b. Identify and correct errors related to improperly storing radiographic film.
- c. Properly store chemical agents used in radiographic procedures according to OSHA Hazard Communication Standard.

A. Properly dispose of all chemical agents and other materials used in dental radiographic procedures.

VII. DIGITAL AND ADVANCED IMAGING SYSTEMS

I. Curriculum Outline

- a. Components of a Digital X-ray System.
- b. Nature of a Digital Image
- c. Types of Digital Systems
- d. Legal Aspects
- e. CT Scanning

- f. Magnetic Resonance Imaging
- g. Nuclear Medicine
- 2. Objectives
 - a. Identify the components of a digital X-ray system.
 - b. Discuss types and care for sensors.
 - c. Identify the advantages and disadvantages of digital radiography.
 - d. Describe types of digital radiography: Direct, Indirect (Storage Phosphor) and Optically Scanned.
 - e. Discuss legal aspects of digital radiography.
 - f. Identify the advantages and disadvantages of Computed Tomography (CT Scanning).
 - g. Discuss Cone Beam Computed Tomography.
 - h. Understand Magnetic Resonance Imaging and how it differs from X-ray radiation imaging.

A. Have a basic understanding of nuclear medicine.

VIII. PROCESSOR QUALITY ASSURANCE

1. Curriculum Outline

- a. Components of a processor quality assurance program
- b. Importance of a good quality control program.

2. Objectives

- a. Discuss the components of a good quality assurance program.
- b. Describe how a good quality assurance program will reduce processing errors and a patient's exposure to x-ray radiation.
- c. Implement quality assurance procedures, including daily recording of solution temperatures, dates of solution changes, test film runs, recording of maintenance, etc.

VIII. NEW JERSEY LAW

1. Curriculum Outline

- a. State of New Jersey Educational and Licensure Requirements for taking Dental Radiographs.

2. Objectives

- a. Discuss and adhere to the regulations in N.J.A.C. 7:28-19 and N.J.S.A. 26:2D-24 as it pertains to dental radiography.

IX. CLINICAL PRACTICE

A. Practicum

- 1. Is an integral part of the program.
- 2. The sponsor is responsible for the entire curriculum including the supervised clinical education.
- 3. Demonstrates a student's clinical competency in dental radiography.
- 4. Direct in-room supervision shall be provided by individuals who are licensed in New Jersey to apply radiation to human beings.

A. A student shall not be permitted to perform radiographic procedures involving x-ray exposure on another student or hold patients during x-ray exposures.

- 6. Radiographic procedures on patients shall be for diagnostic purposes only.
- 7. Didactic and laboratory components must be successfully completed and a Clinical Affiliation Application for each student must be approved by the Bureau of Radiological Health prior to advancement to the clinical portion of the curriculum. The Dental Radiography Verification of Curriculum Completion Form must be used to document clinical and program completion.

B. Facilities

- 1. Shall provide optimum radiation protection equipment for patients and operators.

A. X-ray equipment shall comply with the standards as prescribed in N.J.A.C. 7:28-16.

- 3. Students shall be provided with a radiation monitoring device.
- 4. Lead aprons shall be available.
- 5. Safe film storage.
- 6. Darkroom to assure quality radiographs.

X. FACULTY

- 1. Faculty shall be qualified in the subject matter.
- 2. Faculty shall have formal education beyond level of the Dental

Radiography Program.

- A. Inform the Radiologic Technology Board of Examiners within 30 calendar days of a change in faculty. Changes in the curriculum must be approved by the Board prior to their implementation.

**POLICY:
Radiology**

The dental radiology portion of the program is approved by the New Jersey Department of Environmental Protection Radiologic Technology Board of Examiners and as such must meet all NJ board standards and regulations, as well as ADA CODA standard 5-1.

A. Standard Procedures

- a. Clinical dress (PPE) is required for a student to enter the radiology area.
- b. Personal radiation badges must be worn at all times in the radiology area.
- c. Lead aprons that include a thyroid collar must be used on all patients for radiology procedures.
- d. Prior to making exposures, students must warn others who may be in the path of secondary radiation and clear the area.
- e. As a precaution, female patients must be asked if they are or could be pregnant, as the safety of the unborn child must be considered, and the x-ray may be postponed.
- f. Students who are pregnant are encouraged to declare the pregnancy and will be instructed to read the informed consent information and indicate their desired plan of action as per N.J.A.C. 7:28-19.13(f)13 & 14. Pregnant students may continue in the program, or they may elect to request a “withdrawal in good standing”. Upon approval, a “withdrawal in good standing” allows the student to return in the following year to complete the program. It’s important to note that the student will be withdrawn from the program at that point and will not complete any of the registered courses; thereby they will not be offered advanced standing the following year, only a seat in the program.
- g. Pregnant students are required to wear a lead apron if they choose to continue their laboratory and clinical radiology.
- h. Students must stand outside the indicated 6-foot perimeter surrounding the X-ray tube head during use when applicable.
- i. No X-rays are to be exposed on each other, nor on patients for whom X-rays have not been prescribed.
- j. X-rays are only to be performed for diagnostic purposes.
- k. X-ray equipment used in the school laboratory will be limited to direct supervision by a board-approved instructor (direct supervision is defined as a supervisor in the room observing the student).

B. Clinical Office Education

- a. Students must complete with a 75% average or better in the didactic component and an 85% average or better in the laboratory components of the program before the clinical office component may begin.
- b. The laboratory and didactic components of the dental radiology program will all count toward your final grade.
- c. A “Clinical Affiliate Application and Curriculum Completion Statement/Verification of Didactic and Laboratory Curriculum Completion Form” must be submitted and approved by the Radiology Board prior to starting clinical office education and the form completed after successful completion of specific clinical education requirements.
- d. During clinical office education, students must be under the direct supervision of an approved licensed New Jersey dentist, a licensed dental or diagnostic radiologic technologist, or a New Jersey registered dental hygienist. They must be in the room with the student to observe and supervise all x-ray procedures.

C. Pre-Clinical/Laboratory Exposure (CODA standard 2-18):

Prior to exposing dental images during externship clinical office assignments, students must demonstrate competence, under faculty and dentist supervision, in exposing diagnostically acceptable full-mouth dental image surveys on a minimum of two patients in the program or contracted facility.

- a. Incoming dental assistant students will be required to obtain a written directive from a dentist, issuing an FMX (including BW’s) for two different patients.
- b. The directives will be due by the end of October.**
- c. According to the Department of Environmental Protection (DEP) Bureau of X-ray Compliance, these patients must be non-dental assisting students, and the FMX prescribed must be necessary for the dentist to diagnose. *The irradiation of patients by the students at the school will only be performed under the direct supervision of a licensed dentist.*
- d. Noncompliance will result in program withdrawal because the student will be unable to fulfill the requirements set forth by the American Dental Association Commission on Dental Accreditation.

D. Dental Radiology Program Completion

- a. Students must complete all didactic and laboratory assignments, clinical requirements, and pass the radiology board before submitting a licensing application to the State.
- b. Once the laboratory and clinical requirements have been met, students may not engage in the practice of dental radiologic technology until they possess a valid New Jersey Dental Radiologic Technology license.

- E. Student exposure to radiation shall not exceed any of the occupational limits prescribed in N.J.A.C. 7:28-6.1. [N.J.A.C. 7:28-19.13(f)13]
 - a. The annual total effective dose equivalent limit is 5 rem (0.05 Sv).
 - b. The annual dose limit to any individual organ or tissue other than the lens of the eyes is 50 rem
 - c. (0.5 Sv).
 - d. The annual equivalent limit to the lens of the eye is 15 rem (0.15 Sv).
 - e. The annual shallow-dose equivalent limit to the skin of the whole body or to the skin of any
 - f. extremity is 50 rem (0.5 Sv).
 - g. The annual occupational dose for minors (i.e., under 18 years of age) is 10 percent of the annual
 - h. dose limits specified above.
- F. The school of dental radiologic technology and the clinical education center shall ensure that students are not: (i) In the primary beam; (ii) Permitted to remain in the x-ray room outside the control booth during an x-ray exposure unless the student is provided with a protective apron or shield that is at least 0.5 mm of lead equivalent; or (iii) Permitted to engage in any other practices likely to result in unnecessary exposure to ionizing radiation. [N.J.A.C. 7:28-19.12©1 i-iii]
- G. The school must use the Board's "Clinical Affiliate Application and Curriculum Completion Statement Form" in accordance with the instructions published in the document.
- H. The school must use the Board's "Paralleling and Bisecting Angle Technique Clinical Competency Evaluation Form" and the "Panoramic Clinical Competency Evaluation Form" in accordance with the instructions published on each form. Based on the laboratory option chosen by the school and approved by the Board, the school must ensure that the corresponding clinical dental radiographic procedures under that clinical option are performed and passed for competency, prior to successfully completing the program.
- I. The school of dental radiologic technology and clinical education center shall ensure that all procedures are performed under the direct supervision of a licensed dentist, registered dental hygienist, a licensed diagnostic radiologic technologist, or a licensed dental radiologic technologist [N.J.A.C. 7:28-19.12©4] . Direct supervision is defined at N.J.A.C. 7:28-19.2 and requires the supervisor to be in the room with the student to observe and supervise the x-ray procedures. Supervising staff must be named on the "Clinical Affiliate Application."
- J. The school of dental radiologic technology and the clinical education center shall ensure that students are not assigned to clinical education rotations in such a manner as to substitute for radiologic technologists. [N.J.A.C. 7:28-19.12©6].
- K. The school of dental radiologic technology and the clinical education center shall ensure that during clinical education activities students wear visible identification name badges that identify them as student radiologic technologists. [N.J.A.C. 7:28-19.12©8] This requirement can be fulfilled by uniforms containing a school patch and the name of the student or a name identification pin containing the word "student" and the name of the school.
- L. The school of dental radiologic technology and the clinical education center shall ensure that during clinical education activities each student wears a personnel radiation-monitoring device. N.J.A.C. 7:28-19.12©9].
- M. The school of dental radiologic technology and the clinical education center shall ensure that all activities involving clinical education are performed in accordance with the school's published policies and procedures, and the agreement between the school of dental radiologic technology and the clinical education center. [N.J.A.C. 7:28-19.12©10].
- N. The school of dental radiologic technology and the clinical education center shall ensure that students are not: (i) In the primary beam; (ii) Permitted to remain in the x-ray room outside the 9 control booth during an x-ray exposure unless the student is provided with a protective apron or shield that is at least 0.5 mm of lead equivalent; or (iii) Permitted to engage in any other practices likely to result in unnecessary exposure to ionizing radiation. [N.J.A.C. 7:28-19.13©1 i-iii].
- O. Prior to repeating an exposure, a licensed dentist, registered dental hygienist or licensed dental radiologic technologist must determine that a repeat is necessary.

POLICY:

Radiation Exposure and Pregnancy

(in accordance with N.N.A.C. 7:28-19.13(f)13 and 14)

- A. Radiation Exposure
 - a. Each student will be provided with a personal radiation-monitoring device during the program (CODA standard 4-8). Student exposure to radiation shall not exceed any of the occupational limits prescribed in N.J.A.C. 7:28-6.1.
 - b. The school shall inform all students of their most recent exposure readings within 30 calendar days of receiving a radiation dosimetry report. Each month's reading will be posted in the laboratory area and can be requested by the student at any time.
 - c. If a student receives an exposure that exceeds any of the occupational limits in accordance with N.J.A.C. 7:28-6.1, the school shall begin an investigation to find the cause and prevent the recurrence of the exposure. The investigation report shall be completed within 30 calendar days of the school's receipt of notification of the exposure and will include corrective actions.

- d. Investigation reports will be given to students, will be included in the student's file, and will be submitted to the Department of Environmental Protection.
 - e. Students will receive a complete record of their radiation exposure history within 90 calendar days of departure from the school.
- A. Pregnancy
- a. Students are encouraged to disclose their pregnancy in writing, with an approximate date of conception. Disclosure is voluntary and will not preclude students from completing the program.
 - b. Instruction regarding radiation exposure and risks, as they relate to the embryo-fetus and pregnancy, will be reviewed with the student.
 - c. Program enrollment options to accommodate pregnancy will be reviewed.
 - d. If the student elects to continue in the radiology portion of the program, the student will wear an additional radiation-monitoring device at waist level during the term of her pregnancy, as well as an operator lead apron.
 - e. If the student engages in fluoroscopic or portable radiographic procedures, the student will be required to wear a personal radiation-monitoring device at neck level outside the protective apron and another under the protective apron at the waist level.
 - f. The student's exposure, as registered on the personal radiation-monitoring device, will not exceed recommendations published by the National Council on Radiation Protection and Measurements (NCRP) to protect the embryo-fetus. (This publication can be found online at: www.ncrponline.org.) The Deep Dose Equivalent value reported for the device worn at the student's waist will be considered the initial estimated dose received by the embryo-fetus.
 - g. The school shall inform the pregnant student of her most recent exposure readings within 7 calendar days of receipt of a radiation dosimetry report and will be required to sign off upon receipt of the report.
 - h. If the Deep Dose Equivalent in any month is 50 mrem (0.5 mSv) or higher, the school and student shall consult with a medical physicist or health physicist, who is certified by the American Board of Radiology, American Board of Medical Physics, American Board of Health Physics, or the equivalent as determined by the Commission; and submit to the Department, with a copy to the student, a report of the consultation, including any recommendation(s), assignment modifications and the student's exposure history, within 21 calendar days of the school's receipt of the radiation dosimetry report.

Employment Opportunities for Dental Assistants

- Chairside Expanded Functions Dental Assistant
- Business Administration
- Office Administrator
- Office Manager
- Dental Assisting Educator
- Dental Assisting Program Director
- Dental Assisting Coordinator in Public Health
- Dental Health Researcher
- Dental Health Advocate
- Public Speaker

Program Objectives

Upon successful completion of the Dental Assisting Program, students will:

1. Have a strong foundation for the basic and expanded functions in clinical skills as it pertains to all areas of dentistry;
2. Demonstrate proficiency in all dental radiology safety and procedures;
3. Provide educational programs on oral health and nutrition to the community, while promoting the dental assisting profession;
4. Demonstrate knowledge and understanding in all modes of disease transmission, OSHA, and CDC regulations;
5. Demonstrate knowledge of the basic concepts of ethics and jurisprudence, and their effect on the practice of dentistry and will sit for an ethics and jurisprudence exam mandated by the New Jersey State Board of Dentistry;
6. Meet the requirements for certification established by the Dental Assistant National Boards;
7. Recognize his/her responsibilities according to the N.J.S.A. Registered Dental Assistant and N.J.A.C 7:28-19.11 Dental Radiologic scope of practices;
8. Follow HIPPA regulations as related to the dental office.

In addition, the students will:

1. Participate in community service-learning hours related to the field of dentistry;
2. Will be qualified and job-ready upon completion of the Dental Assisting Program.

State of New Jersey Registered Dental Assisting Scope of Practice

Upon completion of the program and completion of all necessary national and state examinations, the graduate can apply for their New Jersey Registered Dental Assistant licensure and New Jersey Dental Radiology Technologist licensure. The scope of practice for a registered dental assistant in the State of New Jersey is as follows:

A) A registered dental assistant may perform the following duties under the direct supervision of a licensed dentist:

1. Isolate the operative field, including the placement and removal of rubber dams.
2. Place and remove matrices and wedges.
3. Place temporary restorations.
4. Remove excess cement from crowns or other restorations and orthodontic appliances. Such removal shall not include any subgingival cement or debris.
5. Remove sutures.
6. Fabricate and cement temporary crowns and bridges after preparation of tooth (teeth) by a dentist. This does not include intra-oral occlusal adjustment.
7. Etch teeth in preparation for bonding, sealants, and desensitizing agents.
8. Place caries detecting agents.
9. Use instruments for caries detection. Such instruments shall not include lasers that can alter, cutting, burning, or damaging hard or soft tissue.
10. Perform hand removal of soft temporary restorations.
11. Perform hand removal of crowns and bridges that have been temporarily cemented.
12. Prepare coronal surfaces for bonding and restoration, with pumice and water only, not to include a prophylaxis.
13. Take alginate impressions.
14. Place amalgam, composite, or gold foil in a tooth for condensation by the dentist.
15. Place and remove retraction cords and medicated pellets. This shall not include electrosurgery or the use of lasers for tissue retraction.
16. Perform bite registration procedures.
17. Place and remove periodontal dressings and other surgical dressings.

B) A registered dental assistant practicing under the direct supervision of a licensed dentist pursuant to N.J.A.C. 13:30-8.20 may monitor a patient to whom the supervising dentist has administered nitrous oxide/oxygen inhalation analgesia provided the registered dental assistant does not perform any other function while monitoring the patient, and provided that:

1. The registered dental assistant has successfully completed a Board-approved course offered in a CODA (Commission on Dental Accreditation of the American Dental Association) approved college or university clinical setting or hospital setting which emphasizes the administration of nitrous oxide simultaneous with the administration of oxygen and safe and effective patient monitor:
 - a) The course shall be submitted to the Board for review and approval of course outline, content and objectives, curriculum vitae of instructors and whether the training is visual, hands-on or lecture.
 - b) The nitrous oxide/oxygen administration course shall be at least 14 hours in length, which shall include at least seven hours of didactic training and seven hours of clinical training; and
 - c) The clinical training shall include, at a minimum, 10 monitored administrations of nitrous oxide/oxygen inhalation analgesia.
2. The registered dental assistant holds a current certification in Basic or Advanced Cardiac Life Support by the American Heart Association, the American Red Cross or an equivalent association approved by the Board.
3. The registered dental assistant completes a three-hour didactic or clinical course in nitrous oxide/oxygen inhalation analgesia in every other registration renewal period. Completion of the recertification course shall be in addition to the continuing education requirements set forth at N.J.A.C. 13:30-5.3.
4. The registered dental assistant monitors the patient and maintains the therapeutic level of the nitrous oxide/oxygen inhalation analgesia as established by the dentist.
5. Upon any untoward reaction of the patient, the registered dental assistant immediately turns off the flow of nitrous oxide, maintains the established oxygen level, and immediately summons the dentist.

C) The monitoring of nitrous oxide/oxygen inhalation analgesia by a registered dental assistant without first having met the minimum standards of training and procedures as contained in this section shall constitute a deviation from normal standards of practice required of a licensee.

D) A registered dental assistant who engages in the activities outlined in (b) and (c) above without direct supervision shall be deemed to be engaging in the unauthorized practice of dental assisting and professional misconduct and shall be subject to the penalties set forth in N.J.S.A. 45:1-22 and 45:1-25.

E) A dental assistant may provide a written work authorization for emergency repair of a dental prosthesis provided that the prosthesis shall not require any intra-oral procedure and shall be thereafter inserted by a licensed dentist.

The scope of practice for a New Jersey Dental Radiology Technologist is as follows:

At the direction of a New Jersey licensed dentist a licensed dental radiologic technologist is permitted to perform dental radiographic procedures for diagnostic purposes. Actual patient positioning is restricted to intraoral and extraoral procedures of the mouth and jaw area. The following tasks have been identified within the scope of practice of a licensed dental radiologic technologist: positioning the patient for a dental radiographic procedure for diagnostic purposes, aligning the x-ray tube to the image receptor, setting tube distance and exposure factors, exercising proper principles of radiation protection and making the exposure. A licensed dental radiologic technologist is not permitted to operate fluoroscopic or computerized axial tomography equipment, including cone beam computerized tomography procedures.