Program Description

The Dental Assisting Program is a nine-month certificate program offered in conjunction with Brookdale Community College, Essex County College, Middlesex County College, Raritan Valley Community College, Thomas Edison State College and Union County College. Enrollment is limited to 24 students who commence their studies in January under the professional leadership of the faculty of the UMDNJ-School of Health Related Professions, Department of Allied Dental Education. Faculty of the UMDNJ-New Jersey Dental School also provides clinical instruction during the second term. Students are also required to complete multiple clinical rotations at the Veterans Administration Hospital and in designated private dental offices. In order to expose the students to the most modern equipment and advanced treatment techniques, the facilities of the UMDNJ-New Jersey Dental School and the SHRP Scotch Plains Dental Suite are utilized. The Dental Assistant must possess manual dexterity, good vision, good health, and optimal oral and personal hygiene.

Description Of The Profession

Scope of a Dental Assistant: The dental assistant is a valuable member of the dental health care team. The dental assistant’s responsibilities are determined by educational preparation, type of practice, and the laws of the state in which employed. Multiple credentials/licenses are available to dental assistants.

The dental assistant works at chairside with the dentist, in the laboratory, and in the front office. Chairside duties include receiving and preparing the patient for treatment; sterilizing and selecting instruments; assembling materials and equipment; organizing the work area; maintaining the operative field; exposing, processing, and mounting of dental radiographs if licensed by the New Jersey Department of Environmental Protection; and providing instructions in oral hygiene and nutritional counseling. Basic laboratory procedures include, but are not limited to, pouring impressions, trimming study models, fabricating custom trays and temporary crowns; and preparing base plates and bite rims. The front office assistant schedules appointments, maintains patient records and financial
accounts, answers the telephone, prepares insurance forms, collects payments, and orders and maintains an inventory of supplies.

Traditionally, most dental assistants have been employed in private dental offices. However, employment opportunities include: community and school health education programs, hospital dental clinics, private clinics, armed services, dental sales, dental manufacturing companies, and administrative, research, and teaching positions within academic institutions.

**Student Expectations**

Daily access to a computer is required to conduct searches, access e-mail and to download course information required on-line courses by the University. Please refer to our website for a comprehensive list of requirements for on-line courses on our website: http://www.umdnj.edu/webctweb/browser.html.

As the program is short-term, it is very comprehensive in nature. Therefore, all students are required to attend all classes and are urged to limit any/all part-time employment which may interfere with classes or time for home study. All students are expected to present a professional image and exhibit high ethical standards. The nature of the courses requires students to act as dental service providers and patients with fellow students. All students must achieve a grade of 80 or above in all dental courses.

**Full-time and Part-time Status**

The program is a full-time day course of study for two semesters. Matriculation as a student in the program leads to a certificate and eligibility for all credentialing examinations.

The philosophy of the Department is the promotion of a dental team approach to the disciplines of dental assisting and dental hygiene. In order to advance this cooperative effort, a core of allied dental courses has been developed.

**Department Faculty**

Please see the department faculty under Allied Dental Education department/Scotch Plains campus.

http://profiles.umdnj.edu/forms/Search.cfm

**Primary Campus Location**

The program is based in the Scotch Plains campus with assigned clinical sites.
Curriculum
See database for program requirements and course descriptions and select your program at:
http://coursecatalog.umdnj.edu/

Mission/Goals/Objectives
Graduates exhibit competency as clinicians through demonstrated performance on the Certified Dental Assistants Examination (CDA) administered by the Dental Assisting National Board and feedback from Employer Surveys. They assume responsibility for health promotion and disease prevention for individuals and communities through participation in multiple dental health education projects and obtain the Registered Dental Assistant credential issued by the State Board of Dentistry of New Jersey to perform legally delegable expanded functions.

Major Clinical Affiliates
- UMDNJ – New Jersey Dental School, Newark, NJ

Note: Internships are also conducted in specifically assigned private dental offices as part of the Program at the Veterans Administration Hospital and in the Scotch Plains dental clinical facility.

Accreditation Status
Commission on Dental Accreditation of the American Dental Association
211 East Chicago Avenue
Chicago, IL 60601-2678
Phone: (312) 440-2500

Date of accreditation: Date of recent accreditation visit 2005; next site visit is 2012

Admissions Requirements
High school diploma or GED equivalent is required for admission into the Program with a grade point average of 2.0 (minimum). Candidates are rank ordered according to G.P.A. All basic skills requirements must have been completed prior to entry into the program. Those persons who lack certain basic skills will have to complete the indicated remedial courses and demonstrate competence in all basic skills PRIOR to beginning the Program in January.
Candidates must complete college level Anatomy and Physiology I, English Composition I, and Psychology I with a minimum of C or above PRIOR to the start of dental course work in January. Official transcripts must be submitted to document successful completion of required coursework. “Candidates must also take the written pre-qualifying Allied Health Examination developed by Keystone Professional Testing, LLC” at the affiliate college and participate in a in person interview.

Students are required to attend classes on both the Newark and Scotch Plains campuses as indicated by the assigned schedules each term. Applicants to the program must first be admitted through Brookdale Community College, Essex County College, Middlesex County College, Raritan Valley Community College, Thomas Edison State College or Union County College designating dental assisting as the chosen course of study. The application deadline is May 15. Classes begin in January annually. The nature of the courses requires students to act as dental service providers and patients with fellow students.

G.P.A. minimum requirement/credentialing requirement
For graduation and credentialing is a 2.0 cumulative grade-point average. All courses are taught in English. Daily access to a computer is required in order to conduct searches, access e-mail and access and download course information. Please refer to our website for a comprehensive list of requirements for on-line access to course information on our website:
http://www.umdnj.edu/webctweb/browser.html

Please be advised that general education credits taken at institutions other than the six (6) affiliates listed may not be accepted. UMDNJ-SHRP- ADE has no pervue over transfer credits awarded by the affiliate. As each affiliate institution requires that a specific number of credits be completed at the affiliate school, please contact the institution through which you wish to apply to discuss residency requirements.

TOEFL Requirements: 550 - Written
79/80 - Internet

Additional Offerings
Expanded Functions: The New Jersey Dental Auxiliaries Act of 1979 provides for the extension of the functions normally performed by dental assistants. The rules and regulations of the legislation outline specific tasks, which may be assigned to dental assistants possessing state registration in expanded functions. The teaching of expanded functions is an integral component of the UMDNJ curriculum. Upon completion of the program, graduates are eligible to take the Certified Dental Assistant (CDA) examination. After passing the CDA, the Registered Dental Assistant (RDA) credential may be obtained through the State
Board of Dentistry of New Jersey after passing the Ethics and Jurisprudence examination.

Please note that the State Board of Dentistry of New Jersey conducts criminal background checks on all applicants prior to issuing the RDA credential.

The Department offers a certificate program of Advanced Study in Allied Dental Education. A Bachelor of Science in Health Sciences (BSHS) degree with a dental concentration is also available following completion of the Dental Assisting Program through the Department of Interdisciplinary Studies of SHRP.

**For More Information**

For more information contact the Office of Enrollment Services at (973) 972-5454 or via e-mail at shrpadm@umdnj.edu. For further information and an application for admissions, please contact the Office of Admissions from the list below:

- **Brookdale Community College** (732) 224-2330
- **Essex County College** (973) 877-3246
- **Middlesex County College** (732) 906-2502
- **Raritan Valley Community College** (908) 253-6688
- **Thomas Edison State College** (888) 422-8372
- **Union County College** (908) 709-7525

Note: If you have completed the 10 general education credits required at an institution other than one of our six (6) listed affiliates, you may apply directly to the Office of Enrollment Services and request information on the Dental Assisting Program ONLY.

**For additional information about the program contact:**

UMDNJ-School of Health Related Professions  
Allied Dental Education Department  
Carolyn Breen, Program Director and Chairperson  
1776 Raritan Road  
Scotch Plains, NJ 07076

**Phone:** (908) 889-2504  
**E-mail:** breen@umdnj.edu

Additional programmatic information is available at:  