

DENTAL ASSISTING

\$12-23 PER HOUR
(OK SALARY RANGES)

To prepare individuals to enter the health care industry as competent, entry-level health care providers.

Instruction includes keeping proper patient records and an overview of legal and ethical issues affecting the dental profession. Students study head and neck anatomy, tooth identification and morphology, dental terminology, infection control and instrumentation. Numerous chair-side procedures practiced in the classroom and lab include digital and manual x-rays, impressions, study models, dental charting, suctioning, and passing instruments. Job shadowing and work-based learning assignments also enable the students to expand their knowledge and skills through assisting the dentist and dental team.



*"My experience at Autry has helped me grow and better prepare myself for the real world."
- McKenna B.*

CAREERS AVAILABLE IN THE INDUSTRY:

- Dental offices/clinics
- Specialty dental practices
- Dental colleges
- Dental laboratories
- Military dental clinics

LICENSURE / CERTIFICATIONS:

- OSHA 10 Healthcare



OKLAHOMA BOARD OF DENTISTRY/ OKLAHOMA DENTAL FOUNDATION

- Dental Assistant Permit
- Radiation Safety Course Certificate
- American Heart Association- BLS Healthcare Provider CPR
- American Heart Association- BLS Healthcare Provider First Aid

CONTACT STUDENT SERVICES
for current tuition rates
and enrollment information.
580.242.2750

Tuition is free for in-district high school students.
Tuition for in-district adults is \$2.00/hour.

*2016 Oklahoma salary ranges were obtained from O*Net OnLine



COURSE LENGTH/IN-DISTRICT TUITION AND COSTS

Aug-May M-F High School: 8:15-10:45am/12:30-3:15pm
M-F Adult: 8:15-11:15am/12:30-3:30pm
Tuition: In-District / Out-of -District \$1050 / \$2100 Half Day

Who Can Enroll:

Adults and High School Juniors & Seniors who will turn 18 by March 1 of the spring semester

Additional cost of books and supplies approx.: \$1,026

HIGHLIGHTS

- Taking digital and manual x-rays
- Developing and mounting x-ray films
- Mixing filling materials
- Taking impressions, pouring and trimming study models
- Developing administrative procedures
- Preparing patient records, including charting, patient entries
- Practicing infection control in dentistry
- Identifying dental instruments

AREAS OF INTEREST & HELPFUL SKILLS

- Interest in dental field
- Caring nature and desire to help others
- Ability to get along with others
- Ability to stand for long periods of time
- Good eye-hand coordination and flexibility
- Manual/finger dexterity
- Computer/keyboarding skills

This program is accredited by the Oklahoma State Department of Education and the Oklahoma Board of Career and Technology Education.

APPLICATION POLICY

High school juniors and seniors make application for Autry enrollment during their high school spring and/or fall enrollment (**in-district only**).

Adults make application for enrollment following the completion of high school spring enrollment (in-district only). Out-of-district adults may make application for enrollment after the completion of in-district enrollment.

ADMISSION PROCEDURES

Who can enroll: Adults and High School Juniors & Seniors

Graduating seniors and high school students submit standardized test results, attendance records, and transcripts with their application forms. Before being admitted, a career counselor will interpret the results of standardized tests and review transcripts, attendance, and behavior to determine interest and suitability for enrollment. If current standardized testing is not available, an ACT WorkKeys Curriculum assessment may be required. A personal interview will be conducted with each applicant.

Adults applying for admission must take the ACT WorkKeys Curriculum assessment if current standardized testing is not available. An Autry career counselor will interpret the results of the assessment to determine interest and suitability for enrollment. A personal interview will be conducted with each applicant.

ENROLLMENT INFORMATION

Financial Aid: There are financial aid options available for qualified students. Contact the financial aid office at Autry Technology Center for more information.

Autry Scholarship: This scholarship is available to high school graduates who: (1) live in the Autry district (2) lived in the Autry district their senior year in high school, and (3) meet enrollment guidelines. This scholarship covers 100% tuition for up to three years immediately following high school graduation. The cost of books and supplies is the responsibility of the student. Scholarship eligibility will be reviewed each semester.

Tuition: In-district high school students pay no tuition for full-time career programs. In-district adult students pay in-district rates. In-district adults are defined as post-secondary individuals who have established legal/permanent residence in the Autry district. All others pay out-of-district rates.

Expenses: May include, but are not limited to, textbooks and supplies available at <http://autrytech.edu/student-services/books-supplies/>.

autrytech.edu



DENTAL ASSISTING

CAREER PATHWAY: THERAPEUTIC SERVICES

PROGRAM : DENTAL ASSISTING

potential courses

Core BLS Healthcare Provider CPR and First Aid
Foundations of Dental Assisting
Dental Science
Clinical Sciences for the Dental Assistant
Internship in the Dental Office

Total Class Hours - 525



DENTAL ASSISTING

- **EMPLOYMENT OPPORTUNITIES**

The Job Developer with Autry Technology Center works diligently to match students with jobs available in industry. Any questions regarding current employment opportunities should be directed to the Job Developer.

- **SALARY RANGE**

Listed below is the salary range in Oklahoma for Dental Assisting obtained from O*Net OnLine.

2016			
	Lowest 10%	Median	Highest 10%
Hourly	\$12.06	\$16.24	\$22.63
Annually	\$25,070	\$33,780	\$47,070

- **OCCUPATIONAL CHARACTERISTICS**

(Information obtained from the US Dept. of Labor Statistics Occupational Outlook Handbook)

Dental assistants work closely with, and under the supervision of, dentists. Dental assistants should not be confused with dental hygienists, who are licensed to perform different clinical tasks.

Dental assistants sterilize and disinfect instruments and equipment, prepare and lay out the instruments and materials required to treat each patient, and obtain patients' dental records. Assistants make patients as comfortable as possible in the dental chair and prepare them for treatment. During dental procedures, assistants work alongside the dentist to provide assistance. They hand instruments and materials to dentists and keep patients' mouths dry and clear by using suction or other devices. They also instruct patients on postoperative and general oral health care.

Dental assistants may prepare materials for impressions and restorations, take dental x-rays, and process x-ray film as directed by a dentist. They also may remove sutures, apply topical anesthetics to gums or cavity-preventive agents to teeth, remove excess cement used in the filling process, and place rubber dams on the teeth to isolate them for individual treatment. Some states are expanding dental assistants' duties to include tasks such as coronal polishing and restorative dentistry functions for those assistants that meet specific training and experience requirements.

- **ACCREDITATIONS**

Oklahoma Board of Career and Technology Education
Oklahoma State Department of Education

INSTRUCTOR(S)



TRACI GOSNEY

Traci Gosney is a product of Autry Technology Center's Dental Assisting program and has been teaching at Autry since 2008. She has an associate degree from Northern Oklahoma College and has been practicing dentistry for 21 years. Mrs. Gosney is working toward her Bachelor's Degree in Career and Technical Education at Oklahoma State University. She is an active advisor of the local HOSA organization.

AUTRY TECHNOLOGY CENTER	ANNUAL NOTICE OF REQUIRED DISCLOSURES OF STUDENT CONSUMER INFORMATION	2018-2019
What to Disclose, When & to Whom	Brief Description of Information to be Disclosed	Where to Find Full Disclosure Information
What: Institutional Information When: Upon Request To: Enrolled Students Prospective Students	<ul style="list-style-type: none"> • Cost of attending Autry Technology Center i.e.: Tuition and Fees • Institutional Refund Policy/Requirements for officially withdrawing from school • Information regarding the school's programs & academic support • Entities that accredit, approve, or license the school & its programs & procedures for reviewing accreditation, approval, or licensing documentation • Description of any special services & facilities for students with disabilities • Titles & availability of employees responsible for dissemination of institutional & financial assistance information & how to contact them • Penalties & institutional policies on copyright infringement, including unauthorized peer-to-peer file sharing • Net Price Calculator • Constitution Day/Voter Registration/Vaccination Policies • Grievance Procedures 	<ul style="list-style-type: none"> • Autry Website www.autrytech.edu • Student Handbook • Consumer Information Guide • Autry Course Catalog • Program Description Handouts
What: Financial Assistance Information When: Upon Request To: Enrolled Students Prospective Students	<ul style="list-style-type: none"> • Description of all available federal, state, local, private & institutional financial assistance, & a description of: (1) application form & procedures; (2) student eligibility requirements; (3) selection criteria; & (4) criteria for determining the amount of a student's award • Rights & responsibilities of students receiving Title IV & other financial aid, including: (1) criteria for continued eligibility; (2) satisfactory academic progress (SAP) standards; (3) criteria to re-establish eligibility if student fails to maintain SAP; (4) method & frequency of financial aid disbursements; (5) books & supplies policy • Procedures for the Return of Title IV Aid and Repayments by withdrawn students 	<ul style="list-style-type: none"> • Autry Website www.autrytech.edu • Student Handbook • Consumer Information Guide • FAFSA website: www.fafsa.gov • Financial Aid Policy & Procedures
What: Family Education Rights and Privacy Act (FERPA) When: Upon Request, Annually Local Newspaper To: Enrolled Students Parents of enrolled students under the age of 18 Prospective Students	<ul style="list-style-type: none"> • Right to & procedures for inspecting & reviewing student's education records • Right to & procedures for requesting amendment of student's education records believed to be inaccurate or misleading • Right to file a complaint with the Department of Education for alleged school's or educational agency's failure to comply with FERPA requirements • Right of school to disclose personally identifiable information contained in student's education records without prior consent (34 CFR §99.31) • Students right & procedures for directory information to not be disclosed 	<ul style="list-style-type: none"> • Student Handbook • Consumer Information Policy Guide • Board of Education Policy and Procedure Manual • http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html
What: Completion/Graduation Rate, Retention Rate, & Transfer Out Rate When: Ongoing Upon Request To: Enrolled Students Prospective Students	<ul style="list-style-type: none"> • The institution's completion rate for full-time, first-time, certificate seeking students enrolled at the post-secondary level who completed their career major within 150% of the normal time (scheduled length of career major) for completion • Transfer-out rate is not applicable to Technology Centers since it applies to schools whose mission includes providing substantial preparation for students to enroll in another eligible institution • Information on student body diversity in the categories of gender & ethnicity of enrolled students who receive Federal Pell Grants • Retention rates of certificate seeking first-time full-time students as reported to the Integrated Postsecondary Education Data System (IPEDS) 	<ul style="list-style-type: none"> • U.S. Dept. of Ed's College Opportunities On-Line website: nces.ed.gov/collegenavigator • Autry ODCTE Profile
What: Drug & Alcohol Abuse Prevention When: Annually & Upon Enrollment or Hire To: Enrolled Students Current Employees	<ul style="list-style-type: none"> • Information on preventing drug & alcohol abuse • Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of drugs & alcohol by students & employees on the school's property, or as part of the school's activities • A description of the sanctions under local, state & federal law for unlawful possession, use or distribution of illicit drugs & alcohol • A description of drug & alcohol abuse education programs, counseling, treatment, or rehabilitation programs available to students & employees • A description of the health risks associated with the use of illicit drugs & alcohol • A clear statement that the school will impose sanctions on students & employees for violations of the standards of conduct (consistent with local, state & federal law) & a description of these sanctions, up to & including expulsion, termination of employment, & referral for prosecution 	<ul style="list-style-type: none"> • Autry Website www.autrytech.edu • Student Handbook • Consumer Information Guide • Board of Education Policy and Procedure Manual
What: Campus Security Report When: Annually by October 1 To: Enrolled Students Current Employees When: Upon Request To: Prospective Students Prospective Employees When: Annually by date specified To: U.S. Dept. of Education	<ul style="list-style-type: none"> • Crime statistics for 3 most recent years concerning the occurrence on campus, in or on non-campus buildings or property & public property reported to campus security authority or local police. Policies concerning the security of & access to campus facilities & procedures to report campus crimes or other emergencies • Disciplinary actions regarding the possession, use & sale of alcoholic beverages & illegal drugs & enforcement of state underage drinking laws & federal & state drug laws • Programs to inform students & employees about campus security policies, procedures & practices & encourage responsibility for the prevention of crime. • Policies regarding sex offenses & where to obtain information concerning registered sex offenders. • Emergency response & evacuation policy, procedures & programs • Campus Sexual Violence Elimination Act and Violence Against Women Reauthorization Act information, policies, and procedures 	<ul style="list-style-type: none"> • Autry Website www.autrytech.edu • Student Handbook • Consumer Information Guide • Emergency Handout for Staff
What: Gainful Employment To: Prospective/Enrolled Students	<ul style="list-style-type: none"> • Information on graduation rates, the median debt of students completing the program, program costs, job placement, types of employment, etc. 	<ul style="list-style-type: none"> • Autry Website: www.autrytech.edu/student-services/gainful-employment-disclosures

Paper copies of Disclosure Information available from Student Services.

This notice is distributed annually to all current and prospective students. It is also located on Autry's website, in the Student Handbook, and Consumer Information Guide.

Autry Technology Center does not discriminate on the basis of race, color, sex, pregnancy, gender, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information.

Questions or concerns should be directed to the Director of Student Services or the Assistant Superintendent.

Autry Technology Center no discrimina en base a raza, color, género, estado de embarazo, nacionalidad de origen, religión, discapacidad, estado de veterano, orientación sexual, edad o información genética.

Las preguntas o inquietudes deben dirigirse al Director de Servicios Estudiantiles o al Asistente del Superintendente.