

# CHOFFIN SCHOOL OF ACCREDITED DENTAL ASSISTING

ADULT EDUCATION  
200 East Wood Street Youngstown Ohio 44503 330-744-8749

Dear Applicant,

I am pleased to acknowledge your inquiry regarding the Choffin School of Accredited Dental Assisting Program located at Choffin Career and Technical Center. The enclosed information will aid in answering many of the questions you may have. After reading the information carefully, you may contact myself directly if you would like to make an appointment to meet the faculty and tour our facilities or if you have any further questions concerning our Dental Assisting Program.

Anyone who would like be to considered for admission for the August 2011 Class is strongly encouraged to apply as soon as possible due to the limited class size. Carefully complete the program application and return by April 1, 2011 DEADLINE. Attention: Choffin School of Accredited Adult Dental Assisting Program.

**PROCESS OF APPLYING: 1. Complete and return application with the envelope provided.**

**2. Enclosed is a registration form for your entrance exam.**

**Return it with your \$ 30.00 testing fee ( non refundable money order).**

**3. Upon passing pre-entrance exam a personal interview will be scheduled).**

I look forward to further communication with you regarding your interest in our Dental Assisting Program. I hope you decide to join us and gain the skills and professionalism that will open new doors for you.

Sincerely yours,

Paula J. Oliver, CDA, CDPMA.,CODA..  
Program Director  
Choffin School of Accredited Dental Assisting Program  
(330) 744 - 8749

**CHOFFIN**  
**SCHOOL OF ACCREDITED**  
**DENTAL ASSISTING**

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Dear Dental Assistant Applicant,

Some of the areas included in this test are: Essential Math Skills, Locating Information, Reading Comprehension.

The test will be given at Choffin Career Center in the front Commons. Please bring two (2) #2 pencils with you. Please bring proper identification.

**YOU MUST RESERVE A SEAT FOR THE TEST! THERE ARE A LIMITED NUMBER OF TESTS AVAILABLE AND IT IS FIRST COME FIRST SERVED!** Please fill in the form at the lower portion of this letter, detach it to the school along with a **MONEY ORDER** in the amount of **\$30.00** payable to: **CHOFFIN SCHOOL OF ACCREDITED DENTAL ASSISTING NO PERSONAL CHECKS ACCEPTED, DO NOT SEND CASH THROUGH THE MAIL, MONEY ORDERS ONLY. THIS FEE IS NOT REFUNDABLE!**

**\*\*You will be notified by the school of your confirmed test date.\*\***

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PLEASE PRINT:

NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE/ZIP \_\_\_\_\_

SS# \_\_\_\_\_ PHONE \_\_\_\_\_

**Special Accommodations needed for testing yes or no ( circle one ) if yes the school will mail you a special accommodations form that MUST be completed before testing.**

**MAIL TO:           CHOFFIN SCHOOL OF ACCREDITED DENTAL ASSISTING  
                      Paula J. Oliver, Program Director  
                      200 EAST WOOD STREET  
                      YOUNGSTOWN, OHIO 44503**

**( Use enclosed envelope to return application and testing fee to the school )**

# **CHOFFIN SCHOOL OF ACCREDITED DENTAL ASSISTING**

200 East Wood Street, Youngstown, Ohio 44503 (330 744 - 8749)

## **ABOUT THE PROGRAM**

**The Choffin School of Accredited Dental Assisting is a full time, ten month ( Monday through Friday ) program. We are the ONLY program that has been approved by the American Dental Association Commission on Accreditation in the Tri-County Area in the state of Ohio. The primary goal of the American Dental Association Commission on Accreditation is to ensure that every student will receive a quality Dental Assisting education. Our graduates consistently demonstrate superior ability in their chosen field.**

**The course is designed to give the student maximum hands on training and experience in the dental office which is located in our state of the art on site clinic. We work on students and patients from October through February. The students will participate in the 4 day per week externship, consisting of 50 clinical sites throughout the tri-county area ( March-June). This enables you as a student to see many different aspects of dental practices ranging from clinics, hospitals and specialty offices.**

**One important goal of this program is to prepare graduates to become employed in the field of Dental Assisting, but some graduates decide to pursue their education further in Dentistry. The Dental Assisting Department has an articulation with Youngstown State University Allied Health Department. Upon successful completion of this program 20 semester credit hours will be applied towards a Bachelor Degree in Applied Sciences. In addition, we also have an agreement with Youngstown State University Dental Hygiene Program with our Radiology and Dental Materials Course. We also have an articulation agreement with Case Western Reserve School of Dental Medicine E.F.D.A. Program which will enable you to enter their program after graduation with preferred status. There have been individuals who began a career in Dentistry at the level of a Dental Assistant and have since become Dentists who now employ Dental Assistants!**

**The faculty consists of Dentists , Hygienist and Certified Dental Assistants, that are dedicated to teaching and helping you succeed in your chosen field of Dental Assisting. They will enhance your learning experience with knowledge and skills on current dental equipment and procedures.**

# CHOFFIN SCHOOL OF ACCREDITED DENTAL ASSISTING

200 East Wood Street, Youngstown, Ohio 44503 (330) 744-8749 Fax - 330-744-8705

The following is a list of the expenses incurred for the Choffin School of Accredited Dental Assisting Program for the calendar year 2011- 2012 located at Choffin Career and Technical Center.

TOTAL COURSE COST .....\$ 6,000.00

## **COURSE COST BREAKDOWN**

TUITION .....\$ 5,000.00  
ADDITIONAL EXPENSES NOT INCLUDED IN TUITION:  
HEPATITIS VACCINE.....\$ 120.00  
LIABILITY INSURANCE.....\$ 35.00  
CPR.....\$ 50.00  
TEXTBOOKS / LAB FEE.....\$ 260.00  
ADAA MEMBERSHIP .....\$ 30.00  
GRADUATION FEE.....\$ 30.00  
CERTIFICATION EXAM.....\$ 475.00  
TOTAL ADDITIONAL EXPENSES.....\$ 1,000.00

\*\*\*\*\*For payment arrangements CONTACT: Financial Aide Coordinator, at 330- 744-8703 to receive an appointment. \*\*Financial Aide Coordinator has limited hours during the months of July and August.

\*\*Students are responsible for having their own transportation to and from all scheduled clinical site locations during the months of March through June 2011. ( 4 days a week)

\*\*\*\*\*Students are also responsible for purchasing their own uniforms/ shoes. Approximate cost for one complete uniform is \$150.00.

\*\*Students will be responsible for their Lab & Clinical supplies. Approximate cost \$ 30.00.

\*\*\*\*\*Students must notify the Financial Aide Coordinator if you ARE NOT receiving the Hepatitis Vaccination with the class . The 3 Hepatitis injections are given as a group throughout the school year and is included in your TOTAL COURSE COST. If you choose to use your own insurance/physician YOU MUST NOTIFY THE FINANCIAL AIDE COORDINATOR BY AUGUST 1, 2011 or you will be charged for the injections as part of your total course cost.

**Prices subject to change without notice**

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**Pre-entrance**  
**Dental Assisting Test Information**

Each applicant is required to take the pre-test exam ( test application enclosed with admission packet ). You will be notified by mail concerning the results of the test. If you receive a passing score on the test we will also notify you by mail concerning your interview date and time.

**To gain entrance into the dental assisting program you must score at least a 4 ( four) in three categories Applied Mathematics, Locating Information and Reading for Information.**

**Area / Subject- Applied Mathematics**

- Solve problems that require one or two operations.
- Calculate averages, simple ratios, simple proportions, or rates using whole numbers and decimals.
- Add commonly known fraction, decimals, or percentages (e.g,  $\frac{1}{2}$  , .75, 25% ).
- Add up to three fractions that share a common denominator.
- Multiply a mixed number by a whole number or decimal.
- Put the information in the right order performing calculations.

**Area / Subject- Location Information**

- Find several pieces of information in one or two graphics.
- Understand how graphics are related to each other.
- Summarize information from one or two straightforward graphics.
- Compare information and trends shown in one or two straightforward graphics.

**Area/ Subject - Reading for Information**

- Identify important details that may not be clearly stated.
- Use the reading material to figure out the meaning of words that are not defined.
- Apply instructions with several steps to a situation that is the same as the situation in the reading material.
- Choose what to do when changing conditions call for a different action ( follow directions that include “ if-then” statements ).

**If you have any questions you may contact the Dental Assisting office at (330) 744-8749.**

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**Work Keys Practice Tests Prep Information**

The Dental Assisting Program requires only the following three categories for entrance into the program.

Applied Mathematics	\$4.50
Locating Information	\$4.50
Reading Information	\$4.50

(Applied Technology is not required).

**Purchase a Practice Test:**

**Purchasing Work Keys Practice Tests:**

Log in ( <http://www.act.org/workkeys/practice/> ) or create an account.  
Select which practice test titles to purchase.  
Pay for the test. (Credit card required).

The practice test will look and feel like a real WorkKeys test-  
which includes two sample questions at the beginning.

You will receive an estimate of the level score you  
achieved at the end of the practice test. You may  
also review each question and see why the answer you chose  
was correct or not, prior to selecting "Quit" to end your session.

**NOTE:** Once you select "Quit," your session is over.  
If you want to take the practice test again, you must sign up for a new test.