

DENTAL ASSISTING REGISTRATION

INSTRUCTIONS FOR DENTAL ASSISTING STUDENTS – AUGUST 7, 2012 CLASS

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		TUITION INCREASE
		TUITION INCREASE is required to be paid prior to the first day of school on August 7, 2012. You will receive a letter stating the exact amount of additional tuition owed, and the date this fee must be paid by before you can enter the classroom on August 7, 2012. If you have not received a letter by July 15, call Barb McCauley at (941) 255-7500, ext. 115.
		TESTS TO BE COMPLETED PRIOR TO THE 1ST DAY OF CLASS AUGUST 7, 2012
	1a.	PHYSICAL EXAMINATION through your primary physician or other source. Blue form that was included with the Selection Letter must be completed and turned in to the Health Science Secretary before you can enter the classroom on August 7, 2012.
	c.	TUBERCULOSIS SCREENING through your primary physician or other source. This may be done through the Health Department. You must provide evidence to the Health Science Secretary that you have taken the PPD/TB Test and been cleared before you can enter the classroom on August 7, 2012.
	d.	HBV VACCINE is not required, but is strongly recommended. Should you choose not to receive this vaccine, you will be required to sign a declination statement the first day of class.
		PLEASE BE ADVISED:
	2a.	URINE DRUG SCREENING (10 panel screening) must be completed before the first day of class of the second semester (January 7, 2013). You must purchase a “Chain of Custody Form” from the school store (\$34). The Screening will be done through LABCORP, 2811 Tamiami Trail, Unit F, Port Charlotte, FL (941-629-3964) from 9:00a.m. – 3:30p.m. You are required to show both your Social Security Card and a valid picture identification to purchase the “Chain of Custody Form” from the school store. You are also required to show both your Social Security Card and valid picture identification to LABCORP for the Urine Drug Screening. LABCORP will send the results directly to Charlotte Technical Center.
	b.	FDLE LEVEL II BACKGROUND CHECK. YOU WILL BE REQUIRED TO PERFORM A BACKGROUND CHECK BEFORE THE FIRST DAY OF CLASS IN AUGUST. YOU WILL BE ADVISED THROUGH THE HEALTH SCIENCE MANAGER WHEN TO REPORT FOR YOUR FINGERPRINT APPOINTMENT GIVEN BY CCPS. IF YOU HAVE ANY QUESTION AS TO WHETHER YOU WILL CLEAR A BACKGROUND CHECK, PLEASE CONSULT THE HEALTH SCIENCE DEPARTMENT.
		UNIFORMS
	3a.	CLASSROOM AND CLINICAL UNIFORMS ARE Landau scrubs in Grape and Teal colors and white lab jacket with cuff sleeves -- <i>no V-neck</i> (may be purchased through Hamilton’s Uniform World, 3762 H., Tamiami Trail, Port Charlotte, FL 33952. Store hours are 9:30a.m. – 5:30p.m. Monday through Friday, and 9:30a.m. – 4:00p.m. on Saturday). You are required to wear white oxford shoes or sport shoes as part of your Clinical Uniform. The shoes may be sneakers, but must be either leather or vinyl – (the shoes must be waterproof and washable). Teal scrubs are worn Mon., Wed., Fri. and Grape scrubs are worn Tues. and Thurs. Grape scrubs are to be worn on the first day of class.
		SUPPLIES NEEDED FOR THE 1ST DAY OF CLASS
	5a.	Pencils and erasers
	b.	Pens
	c.	Highlighter
	d.	Spiral notebook
	e.	3-ring binder with paper
		DRESS CODE
	6.	Professional appearance and demeanor at all times both in the classroom and during clinicals.
	a.	APPROPRIATE UNIFORM is to be worn in both classroom and at clinicals.
	b.	HAIR is to be worn off the collar and away from the face.
	c.	FINGERNAILS ARE to be natural; no fingernail polish and no acrylic nails. The nails are to be short, between 1/8 to 1/4 inch long.

d.	JEWELRY – 1 ring and a watch. Earrings: may wear one stud earring in each ear.
e.	CELL PHONES are not to be visible in the classroom or in clinicals. The phones should be turned off. If someone needs to contact you they are to call the school. Texting is never allowed in the classroom or in clinicals.
ATTENDANCE	
	ATTENDANCE IS MANDATORY. Classroom hours are from 7:45 a.m. to 3:10 p.m. Clinical hours will be 7 hours 3 days per week at local area dental offices. If you are going to be late or absent from either the classroom or clinicals, you must contact either the Health Science Secretary or your instructor.
CHARLOTTE TECHNICAL CENTER'S RULES AND REGULATIONS	
7a.	CTC'S CATALOG. Please refer to CTC's catalog at www.charlottetechcenter.com for information about the school, student services and instructors.
b.	CTC IS A ZERO TOLERANCE DRUG FREE CAMPUS. Smoking is prohibited anywhere on the campus, including the parking lots. The entire campus is a tobacco and alcohol free environment.
c.	PARKING. Students are required to display a CTC Parking Permit (\$5) on the driver's side windshield of their vehicle, and park in designated parking areas. Loitering in the parking lot is not allowed.
CLASS ROOM ASSIGNMENT	
8.	TUESDAY, AUGUST 7, 2012
	7:45 AM – 3:10 PM
	Building A, Room 212
	Instructors: Darlene Riccio, Cindy Gulsby, Cyndi Alhborn

(Rev. 1/27/2012)

Contact Information for Student Services:

Barb McCauley

941-255-7500, x115

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For Questions regarding the Dental Program:

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Health Science Secretary:

Darlene Knight

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