NORTHERN ESSEX COMMUNITY COLLEGE

CHECKLIST FOR
DENTAL ASSISTING CERTIFICATE PROGRAM
Fall 2028 Admission

Dear Applicant:

This checklist will enable you to create a personal record of the documents/activities you have completed towards applying to the Dental Assisting Certificate Program.

Admission Information and Important Application Dates:

- Deadline to request criteria review is the last Monday in August, 8/30/27
- Program application will open on the 1st Monday in October, 10/4/27
- After 10/4/27, applications will be reviewed and processed as they are received or until the cohort and waitlist have filled.

Admission to the Dental Assisting Program is competitive and seats are limited. After having met with a health program academic advisor to verify completion of all admission requirements, applicants will be provided access to the online application to be considered for admission. Seats fill quickly for program admission and the waitlist.

The information below reflects the MINIMUM standards and requirements to be considered for admission.

Academic Advising:
Individuals interested in applying to the Dental Assisting Program are encouraged to meet with an academic advisor to answer questions.

☐ Application for admission, Major Choice to NECC: General Studies: Health Specialization, Interest in Dental Assisting Certificate Program.

☐ Official transcript showing evidence of high school graduation, or the equivalent with passing GED/HiSET scores.

☐ Official college transcript(s) if transfer credits are being requested. Grade of C or higher is required for each course being requested.

☐ Completion of a mandatory Dental Assisting Information Session during the Fall 2026 through Summer of 2027.

☐ Completion of HES 102 Learning Strategies for Success in Health Care with a grade of C or better. Completion of college level Human Biology with a grade of C or better.

IMPORTANT FINAL STEP:

☐ Request for final review of criteria – To be eligible to apply to the Dental Assisting program, all of the above criteria must be complete. To be considered for application to the Dental Assisting for fall 2028, all prospective applicants must email **healthprogramadmissions@necc.mass.edu.**

ADDITIONAL PROGRAM INFORMATION

Program Capacity
The Dental Assisting Program has a limited number of seats.

Wait List Status
The Dental Assistant Program Review Committee establishes a wait list for qualified applicants who are not initially accepted into the program. In general, the wait list is up to 50% of the program capacity. Applicants are called from the wait list on a space available basis. Applicants who are placed on the wait list, and for whom a seat does not open during the current admission cycle, are given first option on admission for the following year.

If there are significant changes in the admission criteria, applicants on the wait list may be required to comply with the new criteria. This decision is at the sole discretion of the academic program faculty.

Transfer Credits
Transfer credits from other colleges/universities are awarded only for comparable courses that are completed with a grade of 'C' or higher.

Transportation
Students must have their own method of transportation to dental assisting practicum sites.

Health Requirements
Information regarding the College's health requirements will be sent to you upon your acceptance to the program.

Information about the Program's Technical Standards which describe the physical and behavioral characteristic required to successfully complete the program are available the health forms at our website, which can be found at http://www.necc.mass.edu/academics/courses-programs/areas/health/required-form/ and we encourage you to review these as soon as possible

CPR Certification
All students in the Dental Assisting Program are required to hold CPR certification at the Health Care Provider level. Evidence of current certification is required before a student is allowed to participate in clinical education courses, and certification must be maintained throughout the program. Students must complete CPR during the Dental Assisting Orientation, prior to the start of the fall semester.

Criminal Offender Record Information (CORI) and Sex Offender Record Information (SORI)
Students interested in participation in an academic program that involves working with children, the disabled, or the elderly, or a cooperative education experience or a program that includes a clinical affiliation with a private or public health care provider, may be required to undergo a Criminal Offender Record Information (CORI) check, a Sex Offender Registry Information (SORI) check, and/or a Criminal History Record Information (CHRI) check. Students will need to provide a government issued photo identification and sign a release form allowing the college to view the student's CORI or SORI reports. Depending on the contents of a student's CORI or SORI reports, participation in an academic program or a cooperative education experience or a clinical or practicum affiliation related thereto, may be denied. CORI checks may be performed pursuant to Mass. General Laws, Chapter 6, Sections 172(C), and consistent with guidelines promulgated by the Executive Office for Health and Human Services, and/or the Commonwealth's Department of Public Health. SORI checks may be performed pursuant to Mass. General Laws, Chapter 6, Section 172(C). CHRI checks may be performed based on the NH Code of Administrative Rules and state statutes to include RSA 106-B:14 and RSA 106-B:7,1(b). For more information, contact Program Coordinator.

Clinical Affiliate Random Drug & Alcohol Screening Analysis Notification to Students
Please be advised that students enrolled in the following Health Professions programs are required to undergo and pass

a drug screening analysis in order to be eligible for placement in a clinical facility. Students who are assigned to clinical education experiences at certain clinical facilities will be required to undergo and pass an additional random drug screening analysis in order to remain at that clinical facility. **Students who either fail to pass, or refuse to submit to, or fail to report within the required time frame for a drug screening analysis will be ineligible for clinical placement which in turn will affect their status in the program**. Health Profession programs that require drug screening analysis include: Dental Assisting, Paramedic Technology, Medical Assisting, Associate Degree Nursing, Healthcare Technician, Practical Nursing, Radiologic Technology, Sleep Technology, Respiratory Care, Public Health, Community Health Worker, Medical Coding, Medical Billing, and Medical Office Assistant.

Information about Licensure

As of January 2015, all Dental Assistants in Massachusetts must obtain a license to practice as a dental assistant. In addition, graduates of the Program are eligible to sit for the Dental Assisting National Board, Inc., (DANB) Certified Dental Assistant Examination. The DANB administers this national exam for qualified candidates to earn the credential of Certified Dental Assistant (C.D.A.). Obtaining the C.D.A. credential is voluntary, although many employers require this credential in order to hire a dental assistant.

Please note that the DANB has established policies regarding the eligibility to earn the C.D.A. credential. For further information, please visit the DANB website at the DANB website.

Affirmative Action

For information on Affirmative Action Policy: https://www.necc.mass.edu/employment/statement-non-discrimination/