REGISTERED DENTAL ASSISTING (RDA) PROGRAM

Admission for Fall 2017 has begun and will continue (as space allows) until **August 9, 2017**.

Applications submitted after that time will be held for the next enrollment cycle. The number of full/part-time spaces may be limited. When either the full-time or part-time track is full, only the remaining spots will be filled.

Applicants must be at least 18 years of age to enter this program. It is strongly recommended that the student be eligible for Reading/English 99 or its equivalent. If not, you should consult with the Program Director before enrolling. Other courses that are suggested for increased success in the program are: English, Psychology, and Computer.

This program requires your full attention, motivation and commitment to be successful, especially in the full-time track. Applicants, who are working more than 20 hours/week, are taking additional courses, have a heavy sports schedule, are not motivated or have problems taking written or practical tests should consider the part-time program.

APPLICATION PROCESS

**STEP #1 – Apply for Admission to Citrus College**

 Please visit the following link to register:
  [http://www.citruscollege.edu/ar/Pages/ApplyingforAdmission.aspx](http://www.citruscollege.edu/ar/Pages/ApplyingforAdmission.aspx)

**STEP #2 – Submit Program Application AND Assessment Scores**

 (Document #1) – Download the Program Application ([Click Here](#))
  o Submit it Health Sciences office (PC 204) in person or via mail (RDA Program, 1000 West Foothill Blvd, Glendora CA 91741).

 (Document #2) – Academic Assessment
  o An academic assessment from Citrus College (showing English and Math placement) is **required**. You can obtain your assessment scores at the Admissions and Records office at Citrus College. Or you may provide an unofficial transcript showing proof of an Associate degree or higher that will serve as an acceptable equivalent.

  o **NOTE**: Students who score below the recommended reading level may be advised to take the program part time along with other classes that will increase their chance for success.

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED!**
**STEP #3 – Submit Required Paperwork AFTER Tentative Acceptance is given from RDA Program Coordinator**

Applicants will be notified of their tentative acceptance into the RDA Program. Please allow 2-3 weeks to receive notification. After notification, the applicant will need to complete and submit the following paperwork in order to hold your registration spot. Submission of paperwork can be done via mail or in person to the Health Sciences Office (PC 204). Failure to do so will result in loss of registration into the program.

**DEADLINE for submission of required Medical and Dental paperwork and CPR Card is August 8, 2017.** Paperwork turned in after August 10, 2017 will be accepted, but clearance to register will be given as space is available.

- **(Document 1 & 2) Download the Health Exam AND Dental Exam** [Click Here]
  - **Health Exam**
    - This includes a basic health exam with clearance to participate in the program, proof of hepatitis B series/proof of first shot in series, TB, and tetanus. If you are a current Citrus student, this can be done in the Student Health Center at Citrus College, but can also be done by your own physician using the Citrus College Physical Exam Form. Full clearance with no restrictions is required and the form **must be filled out in its entirety to be considered**. Attachment of health records or immunization records is not sufficient.
    - **REQUIREMENT:** Once your health exam is complete, you **MUST** take the form to the Citrus College Student Health Center (SS 8671) to be verified, signed and stamped.
  - **Dental Exam**
    - This is a basic dental exam to verify that the applicant has been seen by a dentist in the last year and has/is working toward a disease-free mouth. You can take this to any dentist and ask for an exam and completion of the form.
    - As part of the RDA Program you will be earning a radiology certification which requires taking x-rays on live patients. You may ask the dentist not to take x-rays at this exam so you can volunteer to be a patient for a classmate. You will then be able to take a copy of these x-rays back to the doctor to review for further recommended treatment.

- **(Document 3) – Submission of Current CPR Card** (copy of both sides)
  - Students must have a current, valid BLS Provider CPR card that includes hands-on training. It must be either an American Heart Association or Red Cross provider.
  - For your convenience, a CPR class taught by Health Science faculty will be offered and is scheduled for July 26, 2017 from 6:00pm-10:00pm in TC 230.
    - You **MUST** RSVP to Cliff Hadsell at chadsell@citruscollege.edu at least one week prior and pay $40 cash (correct change only) at the Health Sciences Office (PC 204) at least one day prior to the class. This class is provided as a service to students, however; a valid CPR card received from another CPR class is accepted as long as it is a “BLS for CPR for Healthcare Professional.”

**STEP #4 – Mandatory Program Orientation**

Applicants who have turned in all the correct paperwork and have been cleared for acceptance must attend the mandatory program orientation on **Wednesday, August 9, 2017 from 4:00pm-6:00pm** in order to receive clearance to register for the RDA Program.

Orientation will be held in the RDA classroom (Professional Center – PC 217). Bring a pen as you will be given a handbook.

If you have any questions, please contact Dawn Klein at dklein@citruscollege.edu or (626) 914-8728. Any exceptions will be made at the discretion of the Program Director.