

# Certified Dental Assisting

## CERTIFICATE

### Why become a Certified Dental Assistant?

Bright, sparkling smiles, and healthy mouths are all the rage these days. Ask any qualified dentist and they will agree that today's dental offices are inundated with people looking to improve their smiles and keep on top of oral health.

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If you have a passion for helping people, enjoy working with your hands, and are interested in an occupation in a healthcare setting, a career as a Certified Dental Assistant (CDA) may be for you. This fast-paced professional career is challenging, rewarding, and demands both versatility and a willingness to assume responsibility for many different tasks.

#### WHAT TYPE OF CAREER CAN I EXPECT?

A career as a CDA offers a wide range of opportunities. It is considered to be one of the most diverse and interesting positions in the dental office. Career options include part-time and full-time positions in private practice, group practice, and specialty practices. This dynamic career encompasses a broad scope of practice and offers fulfillment and personal satisfaction in that you are exposed to innovative technology while providing invaluable support to the success of the dental practice. As a CDA, you will work directly with patients, helping them to improve and understand the importance of oral health. You will also work closely with a dentist contributing to the efficiency and quality of health care services.

A career in dental assisting is one you can be proud of. It offers good earning opportunities, a clean work environment, and the ability to help others.



*“CDAs are essential members of the dental health care team. It is our goal to help students become outstanding professionals who will make a positive difference in the lives of others.”*

— ROSIE FRIESEN,  
UFV Certified Dental  
Assistant program  
coordinator.

# Certified Dental Assisting



*“I walked out of UFV’s Certified Dental Assistant program with confidence in my abilities as a CDA. The instructors used many different techniques to appeal to different learning styles, and made sure we understood the lesson before continuing on to a new topic. Take it from me, UFV is the place you want to go to learn to become a Certified Dental Assistant.”*

— TIFFANY ZARECKI, CDA graduate, June 2006.

## HOW WILL UFV PREPARE ME FOR MY CAREER?

This 10-month certificate program will help you to develop the knowledge, skills, and values necessary for employment as a certified dental assistant. It combines lectures and clinical practice in preparation for a career in private practice, dental clinics, and other public health facilities. You will gain extensive clinical experience throughout the program. In addition to working at the UFV dental clinic, the curriculum includes two practica, which provide full-time experience in a dental office. Because this program is accredited by the Commission on Dental Accreditation, graduates are eligible to write the National Dental Assisting Examination Board (NDAEB) examination and then register with the College of Dental Surgeons of B.C. Classes run from September through June and include practicum sessions.

## WHAT DO I NEED TO GET IN?

Consult the current UFV calendar [www.ufv.ca/calendar](http://www.ufv.ca/calendar) for detailed entrance requirements. Here’s a brief outline of what you’ll need: a B.C. secondary school graduation or equivalent, with English 12 (or UFV English 091 or 099), Biology 11 & 12 (or UFV Biology 083 & 093) and Chemistry 11 (or UFV Chemistry 083), with a C+ overall average in the four courses. All applicants must provide academic transcripts, as well as current work and personal references.

Once prerequisites have been met, you will be sent a letter acknowledging your “complete” status. Each spring, complete applicants are invited to attend an information session. At the session you will sign up for your individual interview with program faculty to discuss your motivation, financial preparation, communication skills, and work experience. Additional forms will be provided (medical, dental, immunization, criminal record, etc.). These forms must be completed and returned to the Dental department prior to your acceptance into the program. If you demonstrate a sincere interest in people and an ability to work well with others, your chances of acceptance into the program will be greater.

## CAN I GET ACADEMIC CREDIT FOR THE SKILLS AND KNOWLEDGE THAT I HAVE GAINED IN MY LIFE SO FAR?

Yes. UFV offers Prior Learning Assessment and Recognition (PLAR), a flexible assessment process that evaluates your experiential learning (what you already know and can do) for post-secondary credit. Experiential learning includes independent study, volunteer activities, non-credit courses, workplace learning, and military service. To find out more, check out the PLAR website at [www.ufv.ca/plar](http://www.ufv.ca/plar) or contact Susan Brown, Assessment Services Coordinator, PLAR at 604.851.6342 or [susan.brown@ufv.ca](mailto:susan.brown@ufv.ca).

## WHAT KIND OF COURSES WILL I TAKE?

HERE'S A GENERAL PROGRAM OUTLINE TO GIVE YOU AN IDEA OF WHAT YOU'LL LEARN:

COURSE #	TITLE
DENT 130	Dental Professionalism
DENT 131	Basic Dental Assisting
DENT 132	Patient Assessment
DENT 133	Dental Office Emergency
DENT 134	Preventive Dentistry
DENT 135	Dental Radiography
DENT 136	Dental Restorative
DENT 137	Lab Procedures
DENT 138	Dental Practicum I
DENT 139	Dental Exam I
DENT 140	Dental Specialties
DENT 141	Community Dental Health
DENT 142	Dental Reception
DENT 143	Patient Care Procedures
DENT 144	Applied Dental Sciences
DENT 145	Dental Chart and Annotation
DENT 148	Dental Practicum II
DENT 149	Dental Exam II
DENT 152	Clinical Dental Assistant
DENT 162	Clinical Patient Care

## HOW MUCH DOES IT COST?

Consult the UFV calendar at [www.ufv.ca/calendar](http://www.ufv.ca/calendar) for a complete list of fees, keeping in mind that new fees are usually set in May. In addition to tuition fees, you should be prepared to cover additional costs of about \$2,000 for books, uniforms, shoes, work books, lab fee supplies and \$50 to complete the Basic Rescuer CPR C certification.

It's also worth a visit to the UFV Financial Aid and Awards office, which facilitates the disbursement each year of about \$12 million in federal and provincial student loans, grants, bursaries, scholarships, and awards to UFV students. A helpful budget planning worksheet is available online at [www.ufv.ca/fineaid/budget](http://www.ufv.ca/fineaid/budget).

## I'M INTERESTED. WHAT'S THE NEXT STEP?

Check out the UFV calendar at [www.ufv.ca/calendar](http://www.ufv.ca/calendar) and read the Certified Dental Assistant section carefully. To download the program application forms, go to [www.ufv.ca/health](http://www.ufv.ca/health) and select Download Centre. Under Certified Dental Assistant program forms, select both forms. You should then fill out the application and submit it, along with the required documents and the \$45 application fee, to the Admissions and Records office at any UFV campus or centre. Apply any time.

## WHAT ELSE DO I NEED TO KNOW?

You will require a uniform, just as you will in a working dental office. Lab coats, gloves, masks, and safety glasses are required during all clinic sessions. Because you are being prepared to work in a professional office, neatness and good grooming are essential at all times. You will be responsible for your own transportation to classes and practicum locations.

The Certified Dental Assistant program is based on the regulations governing certified dental assisting practices as defined by the College of Dental Surgeons of B.C. It is also accredited by the Commission on Dental Accreditation of Canada. Upon completion of the UFV Certified Dental Assistant certificate program, and prior to practicing as a certified dental assistant, you will be required to write the National Dental Assisting Examination Board (NDAEB) examination. Following successful completion of this exam you will need to register with the College of Dental Surgeons of B.C. Combined registration and licensing fees are about \$325.

The Certified Dental Assistant program is delivered on UFV's Chilliwack campus.

## SOUNDS GOOD. WHAT DO I DO NOW?

Apply right away. Visit [www.ufv.ca/advising/prospective/enroll](http://www.ufv.ca/advising/prospective/enroll) for a step-by-step process to becoming a UFV student. Have specific questions? Contact the Health Sciences department at 604-795-2817.

## CAN I SPEAK WITH SOMEONE ABOUT MY OPTIONS?

Absolutely. We want to hear from you! If you're unsure of your direction, contact Student Services at 1-888-504-7441 to connect with an educational advisor, or arrange for career counselling. Also feel free to contact the Health Sciences department directly by calling 604-795-2817 or check out our website at [www.ufv.ca/health](http://www.ufv.ca/health).



The information contained in this document is subject to change. Please refer to [www.ufv.ca/health](http://www.ufv.ca/health) for up-to-date information. UFV reserves the right to cancel courses and programs.



## About UFV

Nestled in the beautiful Fraser Valley just east of Vancouver, in B.C., UFV is a fully accredited, public university that enrolls more than 11,000 students each year. UFV has campuses in Abbotsford, Chilliwack, and Mission and regional centres in Hope and Agassiz, and a growing presence in Chandigarh, India.

UFV is committed to exceptional post-secondary instruction and a nurturing learning environment. We are large enough to offer variety, yet small enough to offer the personal attention that our students need to thrive. Our small class sizes and focus on teaching allow our students to get to know their instructors and learn in a hands-on setting.

We offer more than 80 programs, including 13 bachelor's degrees, a master's degree, and more than a dozen trades and technology programs. We believe that anyone who wants to go to university should be given the chance, so our admission policies are flexible, and we provide university prep courses and high school completion options. There are many options for learning: full-time, in class, online, as part of a structured program or one tailored specifically to your interests.

Many of our programs "ladder" into one another, allowing students to keep their options open. Our international programming makes for a culturally diverse student body and great opportunities to study abroad, while our continuing studies offerings make learning a lifelong experience.

UFV is recognized nationally for student success, an excellent learning environment, creative integration of programming, and our work with our local communities.

Get to know us better at [www.ufv.ca](http://www.ufv.ca).

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