Chaffey College

Registered Dental Assisting Program Application Requirements / Checklist

<u>Please read carefully and follow the instructions.</u>

1. **<u>APPLY TO CHAFFEY COLLEGE</u>:** A Chaffey College application is required prior to submission of the Dental Assisting Program application. You can submit your Chaffey application through the Chaffey College website at www.Chaffey.edu. Failure to submit a Chaffey application prior to submitting a Dental Assisting Program application will void your Dental Assisting Program application.

2. Submit a complete Chaffey College Registered Dental Assisting Program application here or by visiting http://www.chaffey.edu/dental. Once submitted, you will receive an email confirming receipt of your application. Applications will be accepted May 1 – 30, 2024 for the Fall 2024 start date. The program will evaluate your application for completeness to include required documents, and verify that all requirements are met. Incomplete applications will not be considered.

May 1 - 30, 2024

ALL Applicants
- ☐ **<u>Registered Dental Assisting Program Application</u>:** Submit an RDA Program Application. Falsification, misrepresentation, or omission of any required information will result in the application being removed from consideration.

High School Graduates must upload the following at the time of application:
- ☐ Unofficial high school transcript with a minimum cumulative GPA of 2.0 or above and date of graduation *Please highlight these items on your document. See example here

GED Graduates must upload the following at the time of application:
- ☐ Copy of GED results showing a minimum score of 580 with a minimum of 145 in each section.

CURRENT High School Students must upload the following at the time of application:
- ☐ Unofficial high school transcripts showing current cumulative GPA

Foreign/International High School Graduates must upload transcript evaluation results at the time of application:
- ☐ Foreign high school transcripts must be evaluated by one of the following Transcript Evaluation Services of international transcripts:

Academic and Professional International Evaluations, Inc. (APIE)
P. O. Box 5787
Los Alamitos, CA 90721-5787
Tel: (562) 594-6498
www.apie.org/

SpanTran: The Evaluation Company
Tel: (646) 475-2750
http://www.spantran.com For discounted rate, please use this application.

Educational Credential Evaluators, Inc.
PO Box 514070
Milwaukee, WI 53203-3470
Tel: (414) 289-3400
www.ece.org/

American Education Research Corporation (AERC)
P.O. Box 996
West Covina, CA 91793-0996
Tel: (626) 339-4404
www.aerc-eval.com/

Academic Credentials Evaluation Institute (ACEI)
333 W. Garvey Street, Box 254-B Monterey Park, CA 91754
Toll Free: 1.800.234.1597
Tel: (310) 275-3530
www.acei-global.org/

International Education Research Foundation, Inc. (IERF)
P.O. Box 3665
Culver City, CA 90231-3665
Tel: (310) 258-9451
www.ierf.org/

Educational Records Evaluation Service (ERES)
601 University Avenue, Suite 127
Sacramento, CA 95825-6738
Toll Free: 866-411-ERES
(866-411-3737)
Tel: (916) 921-0790
www.eres.com/

World Education Services, Inc. (WES)
Bowling Green Station
P.O. Box 5087
New York, NY 10274-5087
Tel: (212) 966-6311
www.wes.org/

3. **June 2024 (exact date TBD):**
   ❖ *Attend the mandatory Program Orientation:*
   Rancho Cucamonga Campus HS-103
   ❖ Students will be notified of their admission status to the program at the mandatory orientation.

Once notified of admission to the Program; all applicants will be required to complete health requirements by deadlines outlined in their acceptance letters in order to continue in the application process. Failure to meet health requirement deadlines will result in an applicant being removed from the application process.

Acceptance letters will contain instructions on completing the following items prior to **July 3, 2023.**

****DO NOT COMPLETE UNTIL NOTIFIED OF ACCEPTANCE INTO THE PROGRAM****

✓ Please go to **https://login.complio.com/**, to create a new account, for ADB/Complio, where all health records will be uploaded.

✓ **Submit the complete** and signed *Health Practitioner Attestation form* **with required lab testing documentation results** *to* **ADB.**
RESULTS MUST BE SCANNED AND UPLOADED.

✓ *Request the complete Background Check through ADB.*

✓ *COVID vaccine verification*

✓ *Submit a copy of a current BLS/CPR card to ADB.* This must be from a *"hands on"* course for healthcare providers given by the American Heart Association or Red Cross. **Online courses do not qualify.**

Students will have until July (exact date TBD) 2024 to complete all immunizations requirements above. (information to be given at orientation).