



TENNESSEE COLLEGE
OF APPLIED TECHNOLOGY
NASHVILLE

100 White Bridge Rd. | Nashville, TN 37209

Phone 615-425-5500 | Fax 615-425-5581

tcatnashville.edu

Dear Applicant:

Thank you for your interest in the Dental Assistant program at Tennessee College of Applied Technology Nashville (TCAT Nashville).

When completing the application packet, it is imperative that you follow the instructions thoroughly.

The application packet must be complete. Files that are incomplete will not be considered. The packet deadline date is, August 8th, 2022 for the September 2022 class.

We appreciate your interest in the Dental Assistant program, if you have any further questions, please call us at 615-425-5533.

Sincerely,

Kathleen Voeltzke

Kathleen Voeltzke, RN MSN

Practical Nursing & Allied Health Coordinator



TCAT Nashville Dental Assisting Program

About the Program:

The Dental Assisting program is a one-year commitment, broken up into 3 trimesters totaling 1296 instructional hours. The instructors strive to take a more modern approach to dental assisting. This means keeping all procedures and materials they teach relevant to what is being used by Nashville area providers.

Our students complete their applications for registration with the Board of Dentistry in the second trimester and have received their RDA by the time they start their clinical externships. The students are required to complete 40+ observation hours in the first two trimesters. They are encouraged to visit each specialty and general dentists to determine what type of dentistry they may be interested in pursuing. In the 3rd trimester, the students are required to complete 300 hours of chairside clinical time where they can put into practice the things, they have worked so hard to learn.

Upon completion of this program, the RDA will have certification in Radiology, Nitrous Oxide Monitoring and Coronal Polishing. They also have the option to have the Sealant Certification, but that is optional for our students. We take pride in providing our area with high-quality, fully loaded and knowledgeable dental assistants.

About Our Instructors:

Crystal Hunter, RDH, RDA and Lexy Baker, RDA bring a combined 31 years of dental experience to the classroom at TCAT Nashville.

Mrs. Hunter got her start in the dental field in 2006, assisting in general dentistry before moving to orthodontics and eventually going back to school to become a hygienist, she received her Bachelor of Science degree in 2013.

Mrs. Baker has spent 15 years working chairside in general dentistry where she has experienced the change and growth of the dental industry.

Both instructors have worked in corporate and private practices before making the switch to teaching. They continue to work in the dental office every Friday and every other chance they get! The instructors are passionate about dentistry and understand the need for well-qualified, competent, and self-driven dental assistants in the Nashville area.

If you are interested in partnering with TCAT Nashville to host an observation or clinical student, we would love to schedule a time to meet with you!

Crystal Hunter, RDH, RDA

615-708-1716

Crystal.hunter@tcatnashville.edu

Lexy Baker, RDA

615-414-2659

Lexy.baker@tcatnashville.edu

Dental Assistant Applicant Admission Checklist

1. Complete on-line application to the school.

1. <http://tcatnashville.edu>

2. Attend Mandatory Information Session

1. June 2nd, 2022 8 am-12 pm TCAT Nashville Campus Building 5 Room 513

2. July 14th, 2022 8 am-12 pm TCAT Nashville Campus Building 5 Room 513

3. August 4th, 2022 8 am-12 pm TCAT Nashville Campus Building 5 Room 513

3. Please submit a copy of your Driver's License or Valid Photo ID and Proof of Education:

Submit one of the following:

- High School Transcript or HS Diploma
- College Transcript
- GED Certificate/Scores

To: TCAT Nashville C/O Vicky Myatt

100 Whitebridge Rd.

Nashville, TN 37209

or Email: Vicky.myatt@tcatnashville.edu

2. Dental Assisting Packet

○ Online forms: <https://form.jotform.com/221384822708155>

○ Complete 2 Dentalcare.com assignments

○ Complete 4 hours of dental office observation

○ **We strongly encourage applicants to complete 4 hours of dental office observation. If you cannot find an office, you may write a one-page essay explaining "What is a Dental Assistant?" to replace this requirement.**

5. The Dental Assisting Program is highly competitive, and only a select number of students are enrolled each year. To qualify, an applicant must meet the minimum requirements of an ACT score of 17 within the past two years OR Work Keys scores of Math level 3 and Reading level 4 within the past two years.

However, this does not guarantee admissions

Our Dental Assisting Class will be selected from the highest scores on the above-mentioned test.

Contact the TCAT Nashville Testing Center for more information on how to schedule the WorkKeys Test.

(615) 425-2225

6. Provide current CPR card certification from American Heart Association in BLS for Healthcare Providers which covers basic life support in infant, child, adult, choking and AED.
7. Please Complete financial aid info, you will need to complete an on-line application @ www.fafsa.ed.gov. Our school code is 013968. It takes approximately 7-10 days for your financial aid application to be processed, so it is important that you complete this process in a timely manner to have funds available at registration. You will need to complete the 2022-2023 Financial Aid. You can contact Mark Voeltzke at mark.voeltzke@tcatnashville.edu with questions on financial aid.

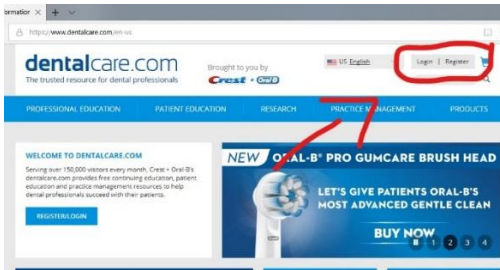
****Upon entrance into the dental assisting program, the student will be exposed to bloodborne pathogens and/or infectious material. The program follows and instructs the students in all OSHA/CDC recommendations for infection control.**

****Students are subject to drug screening, criminal background checks, and more stringent vaccination requirements based upon clinical affiliation agreements**

These assignments are pertaining to the dental field and are at no cost to you. You should complete 2 of the following assignment for admission into the Dental Assisting program.

WWW.DENTALCARE.COM

Create an account.

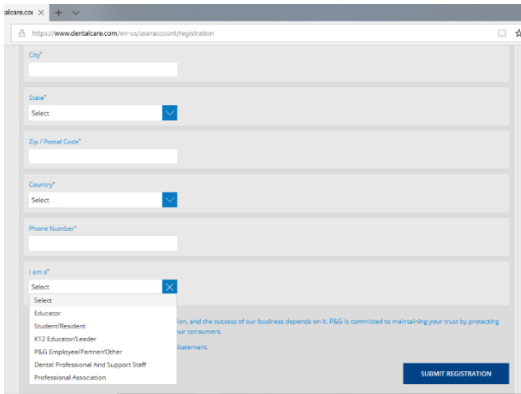


Selected “Student/Resident” when creating your personal account.

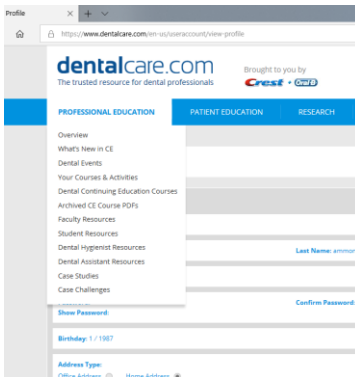
Area of study select General

School- Type “O” and pick other and then type “TCAT Nashville”.

We do not have an Oral B Representative.



Once you have completed your account, go to the top left corner under the drop-down menu “Professional Education” select your “courses & activities”



Find the box to type your “assignment number”

The screenshot shows a web browser window with the URL <https://www.dentalcare.com/en-us/professional-education/dashboard>. The page has a blue sidebar on the left with the following menu items: DENTAL ASSISTANT RESOURCES, CASE STUDIES, CASE CHALLENGES, and FIND YOUR FIT - P&G CAREERS. The main content area is divided into three sections:

- COURSES IN PROGRESS:** A table with columns: Course No., Assignment No. (with a blue icon), Course Name, CE Credits, Date Saved, and Action. Below the table, it says "No records available."
- COURSES SUBMITTED:** A table with columns: Course No., Assignment No. (with a blue icon), Course Name, CE Credits, Completed, Score, and Certificate. Below the table, it says "No records available."
- REQUIREMENTS BY STATE / FIND A COURSE:** This section contains two columns of instructions and form fields.
 - REQUIREMENTS BY STATE:** "Select a state to determine how many credit hours you need." Below this is a dropdown menu labeled "Select State" with a blue arrow.
 - FIND A COURSE:** "Select a topic or enter an assignment number to find a CE course." Below this is a dropdown menu labeled "Select Topic" with a blue arrow.
 - Below the dropdowns is the text "or Enter Assignment Number" followed by a text input field.
 - At the bottom of this section are three buttons: a blue "GO" button, a blue "Clear" button, and another blue "GO" button.

Complete the assignment by passing the test with an 80% and submit it. The score will be sent to the school. Be sure to keep record of completed assignments.

Assignment numbers:

163729

163730



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DENTAL OFFICE OBSERVATION FORM

Date: _____

Dental Assisting Applicant's Name:

Dental Office Name:

Dental Office Address:

Dental Assistant with whom applicant is observing:

Time applicant arrived at dental office: _____

Time applicant left office for the dental office: _____

Brief description of applicant's initiative, interest, professional behavior, and professional appearance:

Name of person completing form:

Title of person completing form:

Signature of person completing form:

******DENTAL OFFICE INSTRUCTIONS******

Please return to TCAT Nashville.

Do not give back to potential student.

Please return by E-mail to crystal.hunter@tcatnashville.edu

Upon acceptance, you will need to have your textbooks and scrubs for the first day of class.

Please see the below cost sheet for approximate cost.

DENTAL ASSISTING PROGRAM

2020-2021

Expense Sheet (Fees are subject to change)

1296 hours

First Term

Tuition	\$1,312.00	Due at registration
Books	\$350.00 (approximate)	Due at registration
Liability Insurance	\$15.00 (non-refundable)	Due at registration
Student Kit	\$375.00 (approx.) (non-refundable)	Due prior to end of 1 st Trimester.
Classroom Uniforms & White Clinical Shoes	\$175.00 (approximate)	Due prior to first day of class
CPR Certification	\$90.00 (non-refundable)	Due prior to 1st trimester
1 st and 2 nd Hep B Vaccine	\$120.00 (approximate)	Due prior to end of 1st trimester
Total	\$ 2,356.00	

Second Term

Tuition	\$1,312.00	Due at registration
3 rd Hep B Vaccine	\$60.00 (approximate)	Due prior to end of 2 nd trimester
Background Check for TBD	\$48.00	Will be notified of due date
Photo for TBD application	\$25.00	Will be notified of due date
State Registration Fee – TBD	\$40.00	Will be notified of due date
Total	\$ 1,479.00	

Third Term

Tuition	\$1,312.00	Due at registration
Nitrous Oxide Class Fee	\$50.00 (approximate)	Will be notified of due date
State Coronal Polishing fee – TBD	\$15.00	Will be notified of due date
State Nitrous Oxide Monitoring fee - TBD	\$15.00	Will be notified of due date
Radiology Class Fee	\$120.00 (approximate)	Will be notified of due date
State Radiology Fee –TBD	\$15.00	Will be notified of due date
Total	\$ 1,521.00	

\$5,449.00

Area BLS CPR Classes

Matter of the Heart CPR Training - \$86 (Book Included) * Ask about TCAT Student Discount* To schedule a class please contact via text Lexy 615-414-2652 or Crystal 615-708-1716 or matteroftheheartcpr@gmail.com

Shell CPR- www.shellcpr.com \$85+ book fee

CPR Nashville- www.Nashcpr.com \$105 with book

Precious Heart CPR- www.Preciousheartcpr.com \$95 with book

American Heart Association- Find a course- www.cpr.heart.org