



DENTAL ASSISTING

STUDENT HANDBOOK

2025-2026

BURLINGTON COUNTY INSTITUTE OF TECHNOLOGY
ACCREDITED DENTAL ASSISTING PROGRAM
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ACCREDITATION

School

New Jersey Department of Education

Middle States Association of Colleges and Schools

Program Accreditation

American Dental Association Commission on Dental Accreditation

Radiologic Technology Board of Examiners

The American Dental Association's Commission on Dental Accreditation serves the public by establishing, maintaining and applying standards that ensure the quality and continuous improvement of dental and dental-related education and reflect the evolving practice of dentistry. The Commission formally evaluates programs at regular intervals. The Commission is a specialized body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at 211 East Chicago Avenue, Chicago, IL 60611.

Burlington County Institute of Technology's dental assisting program is currently accredited by the Commission on Dental Accreditation.

The Dental Radiology program is approved by the Radiologic Technology Board of Examiners and is to provide the student with a balance of theory and laboratory practice in the science of dental radiography. This fundamental information will allow the student to make critical decisions about the use of dental radiography in order to facilitate patient care. Students must satisfactorily complete all hours of didactic and laboratory requirements and the required clinical education of this program to receive a certificate of completion in radiology.

Complaints

Third party comments concerning this program may be forwarded to the Commission's office at 211 East Chicago, IL 60611 or by calling 1-800-621-8099 at least 60 days before the scheduled visit.

A complaint is defined by the Commission on Dental Accreditation as one alleging that a Commission accredited education program, or a program which has an application for initial accreditation pending, may not be in substantial compliance with Commission standards or required accreditation procedures.

A copy of the appropriate accreditation standards and/or Commission's policy and procedure for submission of complaints may be obtained by contacting the Commission at 211 East Chicago Avenue, Chicago, IL 60611-2678 or by calling 1-800-621-8099 extension 4653.

Policy on Complaints Directed at CODA-Accredited Educational Programs

Students, faculty, constituent dental societies, state boards of dentistry, and other interested parties may submit an appropriate, signed complaint to the Commission on Dental Accreditation (CODA) regarding any CODA-accredited dental, allied dental or advanced dental education program, or a program which has an application for initial accreditation pending. The Commission is interested in the continued improvement and sustained quality of dental and dental-related education programs but does not intervene on behalf of individuals or act as a court of appeal for treatment received by patients or individuals in matters of admission, appointment, promotion or dismissal of faculty, staff or students.

In accordance with its responsibilities to determine compliance with accreditation standards and required policies, the Commission does not intervene in complaints as a mediator but maintains, at all times, an investigative role. This investigative approach to complaints does not require that the complainant be identified to the program.

The commission, upon request, will take every reasonable precaution to prevent the identification of the complainant from being revealed to the program; however, the Commission cannot guarantee the confidentiality of the complainant.

Only written, signed complaints will be considered by the Commission; oral and unsigned complaints will not be considered. The Commission strongly encourages attempts at informal or formal resolution through the program's or sponsoring institution's internal processes prior to initiating a formal complaint with the Commission.

The BCIT Dental Assisting Program is recognized by the NJ Department of Education, certified through the Commission on Dental Accreditation (subject for certification review every 7 years). The program in dental assisting is accredited by the Commission on Dental Accreditation and has been granted the accreditation status of "approval without reporting".

The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at (312) 440-4653 or at 211 East Chicago Avenue, Chicago, IL 60611. The Commission's web address is <http://www.ada.org/en/coda>. The Dental Radiology Portion of the program is approved by the N.J. Radiologic Technology Board of Examiners.

The Dental Assisting Program prepares students to meet the New Jersey licensing and certification requirements to become Certified Dental Assistants. The Dental Assisting Program is a full-time, ten-month, program reserved for postsecondary, adult students (18 years of age or older). The program is usually a 4-day per week daytime program with classroom hours 8:30 to 4:30 pm (routinely Monday-Thursday or Tuesday-Friday unless it is a holiday week then the days of the week may change). This schedule is subject to change based on instructor availability. Clinical hours will vary depending on the affiliation site.

The Dental Assisting program is open to adult students with either a high school diploma or the equivalent who meet the district's program enrollment requirements. Foreign credentials must be translated and evaluated by a recognized agency prior to being unconditionally accepted in the program and all associated costs are the responsibility of the applicant.

The Dental Assisting program must enforce training hour requirements set forth by its regulating agencies and meet district established attendance requirements. Students must complete a minimum of 730 hours of classroom theory & practice and 312 clinical hours during the ten-month program. The district will strictly enforce this requirement. Student absence must not exceed the equivalent of 7 days or 5% of the 1100 hours, reserved for emergency absence. Examples of emergency absence include a death in the family, personal illness, court dates and religious holidays (other than those already included in our calendar). There are no "excused" absences, as the training requirements cannot be waived. Tardiness to class or early departure will be counted in the absence total as per the Board of Education Attendance Policy. Absenteeism beyond the allowable limits will prohibit

successful completion of the program and therefore a recommendation for program withdrawal will be made to the Superintendent.

Students also must at least meet minimum satisfactory progress indicators to be eligible to take the DANB (Dental Assisting National Board) exams for Infection Control Certification, Dental Radiology Licensure and Chairside Assistant Certification. Upon successfully passing all three DANB exams, students will be eligible for the Registered Dental Assistant (RDA) License Certification in the State of New Jersey.

The program curriculum includes head and neck anatomy & physiology, tooth morphology, infection control, oral pathology, chair-side assisting, use of dental materials, dental radiography, collecting and recording clinical data, preventive dentistry, nutritional counseling, dental specialties and communications & office administration. Students receive on-the-job training in local dental offices. The mandatory Occupational Safety and Health Administration (OSHA) laws and regulations are an integral part of this curriculum, as are HIPAA (Health Insurance Portability and Accountability Act) regulations. Students will also participate in community service assignments to provide preventive dentistry demonstrations to children in our local schools and local health fairs. The Burlington County Institute of Technology School District reserves the right to update and/or revise curriculum as necessary to conform to industry standards and comply with accrediting agency requirements.

Potential Career Paths

- Chairside Assistant
- Expanded Function Assistant (RDA)
- Office Manager
- Dental Hygienist
- Laboratory Technician
- Dental Assistant Educator
- Dental Assistant Program Director
- Dentist
- Coordinator in a Hospital or School Dentist

Program Objectives Upon successful completion of the Dental Assisting Program, students will be able to:

1. Demonstrate knowledge and comprehension of basic Chairside procedures, Dental Materials and all other areas pertaining to General Dentistry.
2. Demonstrate proficiency in all Dental Radiology procedures.
3. Provide educational programs on oral health and nutrition to the community.
4. Demonstrate knowledge and comprehension in all modes of disease transmission and OSHA regulation.
5. Demonstrate knowledge of the basic concepts of ethics and jurisprudence and their effect on the practice of dentistry and will complete the jurisprudence online orientation mandated by the New Jersey State Board of Dentistry.
6. Meet the requirements for certification established by the Dental Assisting National Board.
7. Recognize his/her responsibilities according to the N.J.S.A.-Registered Dental Assistant (and N.J.A.C 7:28-19.11-Dental Radiologic)

8. Follow HIPPA regulations related to recordkeeping in the office.

Code of Academic Conduct:

The district strictly enforces a code of academic conduct that is intolerant of academic cheating of any kind. Academic cheating, which may include cheating on tests, plagiarism, copying another student's work or any other deceitful act that would compromise the integrity of the program's grading system and/or a student's grade, is grounds for severe disciplinary action that may include administrative program withdrawal.

Any student recommended for program withdrawal as a result of deceitful or fraudulent behavior will be responsible for any outstanding tuition cost upon dismissal from the program.

Dental Assisting Program Application/Admission Process and Procedures

1. **Personal Qualifications:** An applicant must be 18 years of age of the enrolling year and submit evidence of good health, emotional maturity and stability and good moral character. There is no upper age limit. Applicants must have the physical stamina and ability to perform tasks required in the program & industry.
2. **Educational Qualifications:** Applicants for admission must submit a copy of a U.S. recognized high school diploma or equivalent (GED). It is the responsibility of the applicant to have foreign credentials evaluated and translated prior to being unconditionally accepted into the program.
3. **Health Requirements:** Candidates are required to undergo a thorough physical examination upon conditional acceptance into the program. The cost of the examination and the required tests, titers and immunizations will be the responsibility of the candidate. The Adult Education Office will provide the physical forms. All physical forms must be submitted within 60 days from the first day of school, whichever comes first) to maintain conditionally accepted status. Please note that this is a lengthy process and should be started as soon as the forms are distributed in order to meet the deadline.
4. **CPR Certification:** All candidates must be CPR certified in Adult, Child & Infant BLS with AED. American Heart Association for the Health Care Provider or American Red Cross CPR for the Professional Rescuer. These are the only acceptable CPR Certifications. It is the responsibility of the candidate to provide proof of certification via a copy (front and back) of the CPR card.
5. **Basic Computer/Technical Skills:** Students will be expected to have basic computer skills and will be held accountable for required computer related skills. Candidates that are less than confident with computer related tasks are encouraged to participate in additional basic computer training.
6. **Criminal Background Check:** Students will be required to complete a criminal background check as part of the admittance process.
7. **CDA/RDA/ DEP/ DANB Licensing Requirements:** Dental Assisting Program candidates will be required to sign a statement declaring that, "I am of good moral character, not a habitual user of drugs and I have never been convicted of or pleaded no contendere, non vult contendere or non vult to an indictment, information or complaint alleging a violation of any Federal or State law relating to narcotic drugs" as per N.J.S.A.-Registered Dental Assistant and N.J.A.C.7-28-19.11-Dental Radiologic Board. Dental Assisting students will be required to sign the same statement upon application to licensure and disclose any felony convictions,

any discipline action by a regulatory board or credentialing agency, any dismissal by an educational institution for an ethical violation, or if they have ever been declared mentally incompetent by a court of law. DANB will review each response and make a determination, in consultation with legal counsel, on a case-by-case basis. DANB reserves the right, under extraordinary circumstances, to bring individuals for review under DANB's Policy and Procedures for Disciplinary Review and Appeal. Applicants for the NJ Board of Dentistry Registered Dental Assistant License will be responsible for fees and appointment scheduling associated with filing and electronic fingerprinting. The Board of Dentistry oversees the criminal history background check and their standards must be met before the RDA licensure application will be approved.

ACCIDENTS

All accidents should be reported immediately to your instructor. Prompt medical care could prevent serious complications, and failure to report an accident may nullify insurance coverage. Please note that affiliating clinical sites will not be responsible for accidents or illnesses that occur during clinical rotations. Please follow all safety precautions as outlined by your instructor to help prevent accidents from occurring.

AFFIRMATIVE ACTION PROGRAM

The Board of Education of the Burlington County Institute of Technology School District affirms its policy to ensure equal educational opportunities for all students and to prohibit discrimination because of gender, race, color, creed, religion, ancestry, disability, marital status, sexual orientation, social or economic status, HIV or Aids in the education programs and activities not limited to but including course offerings, athletic programs, guidance and counseling tests and procedures, extracurricular and co-curricular activities through an affirmative action program which shall be an integral part of every aspect of educational policies and programs to the maximum extent possible.

Inquiries regarding compliance may be directed to:

Affirmative Action Officer

Mrs. Jaimie Mungo
2 Academy Drive
Westampton, NJ 08060
609-267-4226 Ext. 8686 / jmungo@burlcoshools.org

The Affirmative Action Officer (AAO) will be the recipient of all complaints which allege discrimination under any of the categories denoted above. Anyone who believes they have been discriminated against should report the fact promptly to the Affirmative Action Officer. District policy and procedures on discrimination and sexual harassment are available at <https://www.bcit.cc/Page/10178> for filing a complaint/grievance.

Burlington County Institute of Technology
Harassment, Intimidation, and Bullying/Cyber-bullying (HIB)

District Level Contact

Mrs. Jaimie Mungo

jmungo@burlcoschools.org

609-267-4226 (Ext. 8686)

FIRE DRILLS

Fire drills are an important phase of the school's safety program. At the sound of the fire signal, a steady ringing of the bell, everyone is to leave the building in a quiet and orderly manner in accordance with the fire drill plan. Students are to stay with their groups and follow their teacher's instruction. Students are not to take books, supplies or coats, unless the drill is pre-announced. Purses may be taken.

HALL REGULATIONS

Your cooperation is required in refraining from excessive noise in the corridors, as this distraction may disturb students traveling in the hall. The general rule of keeping to the right will be in effect. Running in the halls is dangerous and is not permitted. All students must have identification visible at all times.

For your safety, please be aware that yellow & red dots on the floor near doors indicate that these doors open outward into the hallway.

LOST AND FOUND

You are responsible for your own personal property. All articles found by students should be taken to the Adult Education Office. Any person losing an article should report her/his loss to the Adult Education Office. The student should then check once a week to see if the lost item has been found.

NURSE'S OFFICE

Students who become ill or sustain an injury during the school day are to report to the nurse. If the nurse is not available, then report to the Adult Education Office. All accidents must be reported to the administration as deemed necessary. Students are not to leave the school grounds because of illness, unless authorized to do so by the nurse or office staff. Students must notify the Adult Education Office that they are leaving. Students sent to the nurse's office require passes, unless time is an important factor in obtaining aid. Report all accidents, no matter how minor, to the nurse.

OBLIGATIONS

Those students who owe the school money for tuition, books, supplies, and equipment will not receive certificates, transcripts, or diplomas until the obligations are met.

MOBILE/ELECTRONIC DEVICES

Sound reproducing, mobile, and other electronic devices such as cell phones can be disruptive to instruction. These items are to be turned off upon entering the classroom unless used for instructional purposes. A written warning will be given for infractions of this regulation.

Subsequent infractions may result in dismissal from the program. Cell phones should be off or on vibrate during instructional times. No calls should be made or taken while in class. Only emergency calls, authorized by an administrator can be made from the Adult Education Office. Likewise, do not expect the school office to receive calls for you, unless they are of an emergency nature. ALL electronic devices must be turned off when entering class.

STUDENT RECORDS

Student records refer to information maintained within the school, which is educationally relevant to the student and based on objective knowledge or information. Maintenance of these records shall comply with Federal and State regulations including NJAC 6:3-2.1 et. seq.

The Board of Education authorized certified school personnel to collect and maintain all mandated records and the following permitted records:

- group and individual achievement or aptitude test scores
- individual class attendance reports
- attendance and discipline reports
- correspondence to students from certified school personnel
- correspondence to certified school personnel from students
- course selection requests and course change requests
- plans for remediation
- permitted records received from a sending district
- admission information

Adult students have the right to review their records in accordance with New Jersey State law. Contact the Adult Education Office for details.

It is the responsibility of each Dental Assisting student to notify the Burlington County Institute of Technology Adult Education Office immediately of any name change or contact information in writing.

STUDENT RIGHTS AND RESPONSIBILITIES

It has always been, and will continue to be, the school's intention to protect and respect the individual rights of its citizens, you, the student.

You have the right and are responsible to abide by the rules of law and are entitled to protection under said law in school as you are in the community. You are responsible to obey school regulations and school authorities.

Consistent disregard for school authority and/or poor attendance can result in your withdrawal/dismissal from the Burlington County Institute of Technology.

DANGEROUS WEAPONS

Any student carrying dangerous weapons on school property will be subject to immediate disciplinary action. Dangerous weapons are defined as any implements that have, as their main purpose, the potential for causing physical bodily harm or property damage. This includes, but is not limited to, guns, knives, and explosive devices.

DISCIPLINE POLICY (updated 12/18/2025)

Teachers and administrators have a responsibility to all students who attend the Burlington County Institute of Technology, to maintain a positive atmosphere that is conducive to learning at all times.

Students who are sent out of class are to report immediately to the Adult Education Office where appropriate action will be taken. Failure to report to the office when directed is cause for administrative action. Students who disrupt the learning environment, or violate school rules or laws are subject to school disciplinary action. Disciplinary action may include counseling, loss of privileges, placed on a contract, permanent removal from class, or expulsion from Burlington County Institute of Technology. All pertinent information will be considered when disciplinary action is taken. New Jersey school law gives school officials the right to take disciplinary action to ensure appropriate school behavior by students.

Students may be subject to suspension or termination for continued and willful disobedience, open defiance of an instructor or any person in authority, or physical assault, in accordance with N.J.S.A. 18A:37-2. For safety and order within the Adult Education program, students are expected to adhere to these statutory standards and may face disciplinary action consistent with the grounds outlined in this law.*(Updated 12/18/2025)*

Students should understand that any and all misbehavior will **not** be tolerated. Burlington County Institute of Technology is committed to providing a safe, quality learning environment.

UNACCEPTABLE BEHAVIOR

Students are expected to conduct themselves as adults, in a mature manner, and will be treated as such. They are required to be respectful, devote their attention to the work at hand, and to be orderly at all times. The faculty and staff of the Burlington County Institute of Technology will at **no** time tolerate disrespect or any other antisocial attitudes and behavior. Disruptive behavior can result in termination from the Burlington County Institute of Technology.

UNACCEPTABLE BEHAVIOR MAY INCLUDE THE FOLLOWING:

- General misconduct
- Inappropriate classroom/shop behavior
- Smoking on school grounds
- Eating in inappropriate areas
- Defacing/destroying property
- Safety violations
- Verbal assault
- Obscene language
- Stealing/possession of stolen property

- Intentionally creating a hazardous condition in a shop or any location with the school property or in connection with any planned student activity/program on or off the school's premises
- Fighting or inciting a fight
- Possession of weapons

Disciplinary Procedures (Due Process)

No student shall be dismissed for disciplinary reasons without being afforded due process, which includes:

1. Written notice of the specific charges
2. An opportunity to present their version of events to a designated administrator
3. The right to appeal the decision.

Step 1: Notice - Student receives written notification of the alleged violation.

Step 2: Investigation - Administration reviews evidence (e.g., attendance logs, witness statements, video footage).

Step 3: Conference - Student meets with the administrator to respond to charges.

Step 4: Determination - Administrator issues a finding.

Disciplinary Procedures (Sanctions)

See existing Discipline policy page 34-35 "Disciplinary action may include counseling, loss of privileges, placed on a contract, permanent removal from class, or expulsion from Burlington County Institute of Technology."

Probation: Written warning with specific terms for continued enrollment (e.g., Attendance Contract).

Suspension: Temporary removal from class/clinical; hours missed count as absences.

Dismissal (Termination): Permanent removal from the program.

Financial Liability: Students dismissed for disciplinary reasons remain responsible for tuition in accordance with the Refund Policy.

Disciplinary Procedures (APPEALS PROCESS)

Students who wish to dispute a disciplinary dismissal may submit a written appeal:

Level 1: Written appeal to the Administration of Adult Education within 5 days of the notice.

Level 2: Written appeal to the Superintendent or designee if the student disputes the administrator's findings within 5 days of the administrator's findings.

Level 3: Final appeal to the Board of Education (only for cases of termination).

DRIVING AND PARKING

Dental Assisting students are to park in their designated spots. No student is to park anywhere but in designated parking areas without written permission or vehicle will be towed. Students are expected to observe all posted speed limits leaving parking areas and on approach to school. Reckless driving or any unsafe operation of a motor vehicle on school property may be cause for revocation of driving privileges.

DRUGS AND ALCOHOL

The Board of Education at Burlington County Institute of Technology recognizes that drug and alcohol abuse present a growing problem in society, and is aware of the vital role played by the schools in the efforts of the community to control this problem. The Board recognizes that an educational and therapeutic approach to the problem is more effective than one, which is solely punitive in nature.

Drug and alcohol use or abuse interferes with the teaching/learning process and poses a serious safety hazard. Therefore, the use, possession, or sale of any type or quantity of drug, drug

paraphernalia, or alcoholic beverage by students is strictly prohibited at Burlington County Institute of Technology or at any school function.

For purposes of this policy a drug shall mean: All dangerous controlled substances as so designated and prohibited in New Jersey Statutes; all chemicals which release toxic vapors as defined and prohibited in New Jersey Statutes;

- B. All alcoholic beverages;
- C. Any prescription drug, except those for which permission for use in school has been granted pursuant to board policy;
- D. Any drug, drug paraphernalia, or substances represented as a controlled dangerous substance, or those substances appearing to be controlled substances as prohibited by law; and
- E. Any anabolic steroids.

EATING

Eating and drinking in classrooms, lavatories, and hallways is **prohibited**. Students may eat only in the cafeteria or designated areas. Only water is allowed in the classroom. We may make exceptions for classroom celebrations.

EMERGENCY SCHOOL CLOSING

In the event that it becomes necessary to close school because of bad weather or an emergency, announcements will be posted on the school's website. Please refer to the Adult Education website at www.bcit.cc/adulted for closure notifications.

EQUAL OPPORTUNITY

The Board of Education of the Burlington County Institute of Technology is dedicated to providing equal education and employment opportunities to all, regardless of race, creed, color, national origin, age, sex, religion, or handicap.

EXPECTATIONS FOR STUDENT BEHAVIOR

The students, teachers, administrators, Board of Education and the Clinical Affiliations of this school district expect all students to fulfill the behavioral expectations of the school community and to:

- 1515260544) Prepare them mentally and physically for the process of learning.
- 1515260545) Demonstrate respect for people and property.
- 1515260546) Take responsibility for their behavior and learning.
- 1515260547) Use time and other resources responsibly.
- 1515260548) Share responsibilities when working as members of a group.
- 1515260549) Meet the unique requirements of each class.
- 1515260550) Monitor their progress toward completion of objectives.
- 1515260551) Communicate with school personnel about school-related matters.
- 1515260552) Demonstrate an attitude of enthusiasm and commitment to the learning process.

The quality of a student's class participation will be reflected in his or her grade for each subject area.

LIBRARY

Assignments may require research in the library and use of additional resources. The requirements for these assignments will be explained by individual instructors. It is recommended that other libraries be used, as the materials are more readily available and pertinent to the field of dental assisting.

Sources: Burlington County College Library
Burlington County Library System
Camden County Library System (Echelon)

ALL BOOKS ARE BORROWED ACCORDING TO THE RULES OF EACH INDIVIDUAL INSTITUTION AND ARE THE STUDENT'S RESPONSIBILITY!

SMOKING

Smoking is strictly prohibited in classrooms, lavatories, hallways and school grounds. A student **MAY NOT** smoke or use marijuana or tobacco products anywhere on school property. This includes, but is not limited to vapes, cigars, etc.

TRANSPORTATION

It is imperative that each student have their own reliable transportation. There is a significant amount of traveling during the course of this program.

TRIPS

Students will be obligated to go on class trips. Trips are selected by the class instructors and are approved by the Principal and Board of Education. Students are responsible for their own transportation. The class instructor will address the attire for the day. Please remember your appearance and conduct reflects that of the whole Dental Assisting Program of Burlington County Institute of Technology. Trips are an extension of the classroom and all the same rules, policies and procedures apply.

VISITORS

Students are not permitted to have personal guests or family members visit during school hours, either in the school or clinical facility.

WITHDRAWAL FROM THE DENTAL ASSISTING PROGRAM

Students withdrawing from the Dental Assisting Program should submit written documentation to the Dental Assisting Program Director, Claire Heston. Students should complete an official withdrawal form which is located in the Adult Ed Office or our website. No records will be forwarded until all obligations are met.

BLOODBORNE AND INFECTIOUS DISEASES

The Dental Assisting Program at BCIT is accredited by the American Dental Association's Commission on Dental Accreditation. The ADA requires our school to make available to applicants the school's policies on bloodborne and infectious diseases. Upon request, they will be made available in their entirety.

Below is a synopsis of the Dental Assisting Program's policies on bloodborne and infectious diseases.

Pathogens Standard and the Hazard Communication Standard as well as the Centers for Disease Control and Prevention's (CDC) new Infection Control Guidelines in Dentistry; all of which are implemented to minimize the risks of disease transmission and protect the health of dental healthcare workers.

Dental healthcare personnel (DHCP), **who include dental assistants**, are at risk for exposure to and possible infection with, infectious organisms found in blood and saliva. Exposure to infectious materials can cause diseases (Hepatitis B & C and HIV) in humans. The Dental Assistant Program at the Burlington County Institute of Technology, which is the adult division, **adheres to all published standards designed to protect the health of DHCP**. These standards include the Occupational Safety and Health Administration's (OSHA) Bloodborne

OSHA's Bloodborne Pathogen Standard was enacted in March of 1992. It was implemented to protect workers from contracting diseases transmitted by blood and OPIM's. In 2003, the CDC released new guidelines expanding upon OSHA's Bloodborne Pathogen Standard to primarily address the prevention of bloodborne diseases such as hepatitis B and C and HIV disease. Classroom instruction includes in-depth training on the components of this standard as well as the general study of infection control, microbiology, and how to safely work with hazardous chemicals. Students learn about the life cycle and growth of pathogens (disease causing organisms) and how to break the cycle thus **preventing disease transmission**.

Students are taught about universal precautions and standard precaution; both reflect a standard of care designed to protect healthcare workers. Universal precautions is a set of practices and procedures based on the concept that all blood and all body fluids that might be contaminated should be treated as infectious; includes hand washing; use of engineering, work practice and administrative controls; and use of personal protective equipment (PPE). Students are required to don PPE, which includes the wearing of goggles, a mask, a gown, and gloves when working in the clinical environment.

Another way for DHCP to protect themselves against disease transmission is through the administration of vaccinations. DHCP are considered to be a substantial risk for acquiring or transmitting hepatitis B, influenza, measles, mumps, rubella and varicella. **All of these diseases are vaccine-preventable**. Immunization of DHCP before they are placed at risk for exposure remains the most efficient and effective use of vaccines in healthcare settings. Following is a list of immunizations strongly recommended for DHCP by the Centers for Disease Control and Protection. Immunizations reduce both the number of DHCP susceptible to these diseases and the potential for disease transmission to other DHCP and patients. Therefore, immunizations are an essential part of prevention and infection-control programs.

The Burlington County Institute of Technology strongly supports the CDC's recommendations that you protect yourself and receive all immunizations as identified on the health report that you were asked to have completed by our Admission's Office.

The practice of dental assisting puts the student at risk for exposure to bloodborne and infectious diseases. Burlington County Institute of Technology's Dental Assisting Exposure Control Plan is designed to provide the faculty and students with recognition of tasks, procedures and activities that present the potential for occupational exposure to blood and airborne pathogens and a means of eliminating or minimizing the performance of their instructional duties or activities. The Dental

Assisting program at Burlington County Institute of Technology follows all State and Federal regulations for the protection of faculty, students, and staff.

Immunizations Strongly Recommended for the Health-Care Personnel (HCP) by the Center for Disease Control

Vaccine	Dose Schedule	Indications	Major precautions and contraindications	Special Considerations
Hepatitis B recombinant vaccine	Three-dose schedule administered intramuscularly (IM) in the deltoid; 0, 1, 6 – second dose administered 1 month after first dose; third dose administered 4 months after second. Booster doses are not necessary for persons who have developed adequate antibodies to hepatitis B surface antigen (anti-HBs).	Health-care personnel (HCP) at risk for exposure to blood and body fluids.	History of anaphylactic reaction to common baker's yeast. Pregnancy is not a contraindication.	No therapeutic or adverse effects on hepatitis B virus (HBV)-infected persons; cost-effectiveness of prevaccination screening for susceptibility to HBV depends on costs of vaccination and antibody testing and prevalence of immunity in the group of potential vaccinees; health-care personnel who have ongoing contact with patients or blood should be tested 1-2 months after completing the vaccination series to determine serologic response. If vaccination does not induce adequate anti-HBs (> 10 mIU/mL), a second vaccine series should be administered.
Influenza vaccine (inactivated)	Annual single-dose vaccination IM with current vaccine.	HCP who have contact with patients at high risk or who work in chronic-care facilities; HCP aged ≥ 50 years or who have high-risk medical conditions.	History of anaphylactic hypersensitivity to eggs or to other components of the vaccine.	Recommended for women who will be in the second or third trimester of pregnancy during the influenza season and women in any stage of pregnancy who have chronic medical conditions that are associated with an increased risk of influenza.
Measles live-virus vaccine	One dose administered subcutaneously (SC); second dose ≥ 4 weeks later.	HCP who were born during or after 1957 without documentation of 1) receipt of 2 doses of live vaccine on or after their first birthday, 2) physician-diagnosed measles, or 3) laboratory evidence of immunity. Vaccine should also be considered for all HCP who have no proof of immunity, including those born before 1957.	Pregnancy; immunocompromised state (including human immunodeficiency virus (HIV)-infected persons with severe immunosuppression); history of anaphylactic reactions after gelatin ingestion or receipt of neomycin; or recent receipt of antibody-containing blood products.	Measles, mumps rubella (MMR) is the recommended vaccine, if recipients are also likely to be susceptible to rubella or mumps; persons vaccinated during 1963-1967 with 1) measles killed-virus vaccine alone, 2) killed-virus vaccine followed by live-virus vaccine, or 3) a vaccine of unknown type, should be revaccinated with two doses of live-virus measles vaccine.
Mumps live virus vaccine	One dose SC; no booster.	HCP believed susceptible can be vaccinated; adults born before 1957 can be considered immune.	Pregnancy; immunocompromised state; history of anaphylactic reaction after gelatin ingestion or receipt of neomycin.	MMR is the recommended vaccine.
Rubella live-virus vaccine	One dose SC; no booster.	HCP, both male and female, who lack documentation of receipt of live vaccine on or after their first birthday, or lack of laboratory evidence of immunity can be vaccinated. Adults born before 1957 can be considered immune, except women of childbearing age.	Pregnancy; immunocompromised state; history of anaphylactic reaction after receipt of neomycin.	Women pregnant when vaccinated or who become pregnant within 4 weeks of vaccination should be counseled regarding theoretic risks to the fetus; however, the risk of rubella vaccine-associated malformations among these women is negligible. MMR is the recommended vaccine.
Varicella-zoster live-virus vaccine	Two 0.5 mL doses SC 4-8 weeks apart if aged ≥ 13 years.	HCP without reliable history of varicella or laboratory evidence of varicella immunity.	Pregnancy; immunocompromised state; history of anaphylactic reaction after receipt of neomycin or gelatin; recent receipt of antibody-containing blood products; salicylate use should be avoided for 6 weeks after vaccination.	Because 71%-93% of U.S.-born persons without a history of varicella are immune, serologic testing before vaccination might be cost-effective.

STUDENT HEALTH AND PHYSICAL EXAMINATION REQUIREMENT

The student must have the school's **Health Report and Physician's Certificate completed** and submitted to the Adult Education Office within 60 days of the start of school. Students will not be permitted into class until this requirement is satisfied, unless other arrangements have been previously set up. Included in the Health Report and Physician's Certificate, the health occupation student must acquire the Hepatitis B vaccine or sign a declination form. Since the vaccine is given in a series over a period of time, it is necessary for the student to begin the immunization process immediately.

1. The American Dental Association strongly advised that students be encouraged to be

immunized against infectious diseases. Burlington County Institute of Technology requires that students be immunized prior to the first day of class. Those who are unable to be immunized due to religious or medical reasons must provide the appropriate documentation. The cost of these immunizations is the responsibility of the student.

2. Students who contract any communicable disease must notify the dental director immediately. These students are to be excluded from classes for the duration that the condition may endanger the health of others. A physician's note will be required for re-admittance to class.
3. BCIT advises each dental assisting student to read and sign the Informed Consent for Hepatitis B Vaccine Form.

DENTAL ASSISTING PROGRAM OBJECTIVES

The purpose of the Dental Assisting Program at Burlington County Institute of Technology is to provide students with the knowledge, technical skills, interpersonal skills, and values that will qualify graduates for a career in dental assisting.

GOALS

1. Become proficient in both clinical and business skills required of the profession by passing the DANB's certification examinations.
2. Become effective in the use of communication and interpersonal skills required of the profession.
3. Develop professional and ethical behavior.
4. Develop an interest in continuing education for advancing in one's chosen profession and in personal life.
5. Gain employment within the profession upon graduation.

DENTAL ASSISTANT'S PLEDGE



*I do solemnly pledge that:
In the practice of my profession,
I will always be loyal to the welfare of the patients
who come under my care and to the interest of the
practitioner whom I serve.
I will be just and generous to the members of my profession,
aiding them and lending them encouragement,
to be loyal, to be just, to be studious.
I hereby pledge to devote my best energies
to the service of humanity in that relationship to life
to which I consecrated myself when I selected
to become a Dental Assistant.*

DENTAL ASSISTING PROFESSIONAL ORGANIZATION

There is one organization that has been established for individual practicing in the field of Dental Assisting. Membership is recommended, and students are encouraged to become actively involved.

AMERICAN DENTAL ASSISTANTS ASSOCIATION (ADAA)

The ADAA is the profession's national organization and membership is open to any interested Dental Assistant or student Dental Assistant. There is a membership fee, which includes reduced home study courses, on-line employment service on the internet, member discounts on educational seminars from ADAA, credit card programs, discounts for business, professional liability insurance, and *The Dental Assistant Journal*. By joining the ADAA, you also become a member of a state and local organization, if one exists. There is a separate fee for state dues. This amount may be paid with your ADAA dues.

For over 90 years, ADAA has represented Dental Assistants. Membership is solely dental care professionals and educators who understand the profession and job-related needs. Because the ADAA exists only to work in building the careers of Dental Assistants, they have developed some of the best programs in the field to help its members in continuing education, personal finances, and professional respect.

Students holding full or part time student status in a course lasting at least three months may apply for ADAA Student Membership. Students will receive a year subscription to *The Dental Assistant Journal*, a student gold pin, and a certificate of membership to the ADAA, as a student, that is suitable for framing.

NEW JERSEY DENTAL PRACTICE ACT

13:30-2.4 SCOPE OF PRACTICE OF REGISTERED DENTAL ASSISTANTS

- (a) A registered dental assistant may perform the following duties under direct supervision of a licensed dentist:
1. Isolate the operative field, including the placement and removal of rubber dams;
 2. Place and remove matrices and wedges;
 3. Place temporary restorations;
 4. Remove excess cement from crowns or other restorations and orthodontic appliances;
 5. Remove sutures;
 6. Fabricate and cement temporary crowns and bridges after preparation of tooth (teeth) by dentist. This does not include intra-oral occlusal adjustment;
 7. Etch teeth in preparation for bonding, sealants and desensitizing agents;
 8. Place caries detecting agents;
 9. Use instruments for caries detection. Such instruments shall not include lasers that are capable of altering, cutting, burning, or damaging hard or soft tissue;
 10. Perform hand removal of soft temporary restorations;
 11. Perform hand removal of crowns and bridges that have been temporarily cemented;
 12. Perform coronal surfaces for bonding and restoration, with pumice and water only, not to include a prophylaxis;
 13. Take alginate impressions;
 14. Place amalgam, composite or gold foil in a tooth for condensation by the dentist;

15. Place and removal retraction cords and medicated pellets;
 16. Perform bite registration procedures;
 17. Place and remove periodontal dressings and other surgical dressings;
 18. Trial size (pre-select) orthodontic bands, wires, stainless steel crowns and temporary crowns intra-orally or on diagnostic models;
 19. Place and remove arch wires and ligature wires;
 20. Take impressions for and perform laboratory fabrication of mouth guards. This shall not include insertion of the appliance.
 21. Make radiographic exposures as permitted by the Department of Environmental Protection pursuant to *N.J.S.A. 26:2D-24 et.seq.*;
 22. Provide oral health education including dietary analysis and clinical instruction in order to promote dental health;
 23. Apply topical anesthetic agents;
 24. Take record vital signs;
 25. Retract patient's cheek, tongue or other tissue parts during a dental procedure;
 26. Remove such debris as is normally created in the course of treatment during or after dental procedures by vacuum devices, compressed air, mouthwashes, and water;
 27. Hold a curing light for any dental procedures. Such curing light shall not include a laser capable of altering, cutting, burning or damaging hard or soft tissue;
 28. Take dental photographs including the use of intra-oral cameras;
 29. Select shades of prosthetic appliances
 30. Demonstrate home-use bleaching systems;
 31. Apply hot or cold packs pursuant to the direction of a licensed dentist;
 32. Administer a topical fluoride treatment on a patient after a licensed dentist or licensed dental hygienist has performed a prophylaxis; and
 33. Assist a licensed dentist in the administration of nitrous oxide, provided the licensed dentist is physically present in the operatory at all times during the procedure.
 34. Apply pit and fissure sealants.
 35. Take impressions for orthodontic appliances. The supervising licensed dentist shall review and evaluate the impression prior to its use for fabrication;
 36. Place orthodontic separators. The supervising licensed dentist shall ensure proper placement.
 37. Remove bands and brackets without the use of rotary instruments; and
 38. Perform emergency treatment to provide immediate relief from an offending appliance, such as clip a protruding arch wire or remove a loose bracket.
- A registered dental assistant practicing under the direct supervision of a licensed dentist pursuant to N.J.A.C. 13:30-8.20 may monitor a patient to whom the supervising dentist has administered nitrous oxide/oxygen inhalation analgesia provided the registered dental assistant does not perform any other function while monitoring the patient, and provided

that:

- 1) The registered dental assistant has successfully completed a Board-approved course offered in a CODA (Commission on Dental Accreditation of the American Dental Association) approved college or university clinical setting or hospital setting which emphasizes the administration of nitrous oxide simultaneous with the administration of oxygen and safe and effective patient monitor:
 - i) The course shall be submitted to the Board for review and approval of course outline, content and objectives, curriculum vitae of instructors and whether the training is visual, hands-on or lecture;
 - ii) The nitrous oxide/oxygen administration course shall be at least 14 hours in length, which shall include at least seven hours of didactic training and seven hours of clinical training; and
 - iii) The clinical training shall include, at a minimum, 10 monitored administrations of nitrous oxide/oxygen inhalation analgesia.
 - 2) The registered dental assistant holds a current certification in Basic or Advanced Cardiac Life Support by the American Heart Association, the American Red Cross or an equivalent association approved by the Board;
 - 3) The registered dental assistant completes a three-hour didactic or clinical course in nitrous oxide/oxygen inhalation analgesia in every other registration renewal period.

Completion of the recertification course shall be in addition to the continuing education requirements set forth at N.J.A.C. 13:30-5.3.
 - 4) The registered dental assistant monitors the patient and maintains the therapeutic level of the nitrous oxide/oxygen inhalation analgesia as established by the dentist; and
 - 5) Upon any untoward reaction of the patient, the registered dental assistant immediately turns off the flow of nitrous oxide, maintains the established oxygen level, and immediately summons the dentist.
- The monitoring of nitrous oxide/oxygen inhalation analgesia by a registered dental assistant without first having met the minimum standards of training and procedures as contained in this section shall constitute a deviation from normal standards of practice required of a licensee.
 - A registered dental assistant who engages in the activities outlined in (b) and (c) above without direct supervision shall be deemed to be engaging in the unauthorized practice of dental assisting and professional misconduct, and shall be subject to the penalties set forth in N.J.S.A. 45:1-22 and 45:1-25.

- A dental assistant may provide a written work authorization for emergency repair of a dental prosthesis provided that the prosthesis shall not require any intra-oral procedure and shall be thereafter inserted by a licensed dentist.

DENTAL ASSISTING CURRICULUM AND COURSES

The Dental Assisting curriculum is designed to reflect the interrelationship of its general education, biomedical sciences, dental sciences, clinical sciences and clinical practice. The content must be integrated and of sufficient depth, scope, sequence of instruction, quality and emphasis to ensure achievement of the curriculum's defined competencies.

DA – 1	Dental/ Medical Emergencies
DA – 2	General Science
DA – 3	Infection Control
DA – 4	General Chairside
DA – 5	Dental Materials I
DA – 6	Dental Radiology
DA – 7	Communications & Psychology
DA – 8	Dental Specialties
DA – 9	Dental Materials II
DA – 10	Preventive Dentistry/Nutrition
DA – 11	Business Administration
DA – 12	Affiliation/Clinical Experience
DA – 12	Registered Dental Assisting Testing

DENTAL ASSISTING COURSE LIST

<i>FIRST SEMESTER</i>	<i>SECOND SEMESTER</i>
<i>DENTAL/MEDICAL EMERGENCIES*</i>	<i>RADIOLOGY</i>
<i>GENERAL SCIENCES*</i>	<i>DENTAL SPECIALTIES</i>

<i>INFECTION CONTROL</i>	<i>DENTAL MATERIALS II</i>
<i>GENERAL CHAIRSIDE ASSISTING</i>	<i>PREVENTIVE DENTISTRY & NUTRITION</i>
<i>DENTAL MATERIALS I</i>	<i>BUSINESS ADMINISTRATION*</i>
<i>RADIOLOGY</i>	<i>AFFILIATION/ CLINICAL EXPERIENCE</i>
<i>COMMUNICATIONS & PSYCHOLOGY</i>	<i>NJ REGISTRY TESTING</i>

*The following courses include a number of subjects or subject matter.

General Science: includes tooth morphology, head and neck anatomy, oral pathology and general body system anatomy and physiology

Dental/Medical Emergencies: includes emergency techniques, preparation, disease awareness and pharmacology related to dentistry

Policy Overview

1. Syllabus/ Course Guide:

- a. Each dental assisting course has a syllabus specifically written for that course. Each student will be provided a copy of the syllabus at the beginning of each dental assisting course.
- b. Each syllabus will include the course description, course outline including topics to be presented, specific instructional objectives and evaluation procedures.
- c. It is the responsibility of the student to reach and become knowledgeable of the syllabus.
- d. This course syllabus is subject to changes deemed to be necessary by the instructor. Students will be informed of any necessary changes immediately.

2. Instructional Methodology:

- a. Instructional methods in dental assisting courses will include lectures, demonstrations, audio-visual materials, group discussions, written and laboratory performance tests.

3. Grading Policies:

A minimum of a “D” grade average is necessary in all subject areas. **No one subject can be failed.** A minimum of a “C” overall average is necessary to begin and continue full-time clinical affiliation as well as to graduate from the program. A minimum of a 75% in Radiology is necessary to continue in the program. A minimum of a “C” is necessary on all registry function evaluations.

- a. A satisfactory level of achievement is expected of all students throughout the one-year program. Grades will be reviewed periodically throughout the year. Any

student receiving less than satisfactory grades or evaluations may be dismissed from the program. **Failure of any one subject will invalidate a student's eligibility to be assigned to an affiliation rotation.**

b. Grading Criteria:

A = 100 – 92

B = 85 – 91

C = 78 – 84

D = 70 – 77

F = 0 – 69

PLEASE SEE PAGE 20 FOR RADIOLOGY GRADING CRITERIA

c. Grade breakdown for all classes with the exception of affiliation

Grading categories:

Written Tests, Clinical Tests & Projects	30%
Laboratory Skills	25%
Quizzes	20%
Homework/ Class Assignments	15%
Participation	10%

Affiliation Grade breakdown:

Attendance/punctuality	10%
Appearance	10%
Following of school mandated affiliation rules and OSHA guidelines	20%
Clinical observations by instructors	25%
Affiliation site evaluations by office staff	35%

Percentages may be subject to change.

d. Participation Grades:

Each student is expected to abide to the following to earn participation points:

- Attendance and lateness; notification of absence
 - Respect fellow classmates and instructors.
 - Be a team player.
 - Work collaboratively with assigned partner(s).
 - Fulfill housekeeping duties.
 - Follow OSHA standards.
 - Adhere to classroom dress code
 - Make arrangements to attend at least one dental field trip.
 - Return supplies/materials in good condition on assigned dates.
 - Arrive on time and be prepared for class.
 - Hand in assignments on scheduled dates.
- e. Examinations: If a student is not present when a test, quiz, or clinical evaluation is scheduled, it is the student's responsibility to be prepared to take the make-up (not the

same as the original) test, quiz, or clinical evaluation when she/he returns to school. All evaluation tools used during the course will be kept in a file by the director.

Cheating is grounds for immediate dismissal. It is the prerogative of the instructor to test, quiz or clinically evaluate as he/she deems necessary; however, comprehensive examination dates will be posted a week prior to administration.

Homework: If absent, then it is still your responsibility to meet this obligation.

f. Safety:

- a. Students must wear all proper and required personal protective equipment (PPE) while in all lab or clinical settings.
- b. PPE will be determined by which task the student is performing or participating in.
- c. Any student failing to don the proper PPE while in the lab or the clinical setting will be asked to leave.

g. *Radiation Exposure:

- a. Students will **NOT** be allowed to expose radiation on live patients until they have successfully completed the laboratory requirements of the dental radiology course.
- b. No students will be allowed to expose radiation without the supervision of a dental assisting faculty member.
- c. Radiographs on live patients will be exposed for diagnostic purposes, not solely to achieve instructional objects.
- d. Each student must be able to demonstrate knowledge of radiation safety measures to produce diagnostic radiographic surveys on manikins prior to exposing radiographs on patients.

DENTAL RADIOLOGY PROGRAM

The Dental Radiology Program is approved by the **Radiological Technology Board Of Examiners'** and complies with N.J.S.A. 26:2D-24 et seq., N.J.A.C. 7:28-19 et seq and the Radiological Technology Board of Examiners approval standards for dental radiography programs. Candidates for admission to this program shall be of good moral character; and have successfully completed a four-year course of study in a secondary school approved by the New Jersey Board of Education or pass an approved equivalency test.

STUDENT PREGNANCY POLICY

The school believes that it is the individual's right to choose to disclose any medical condition including pregnancy. If pregnancy occurs the student has two options;

1. Not to disclose the pregnancy to program officials.

2. Disclose the pregnancy to program officials. If a student chooses to declare her pregnancy it must be conveyed, **in writing**, to the program's director and coordinator. Disclosure will not affect the student's continued participation in the program.

If the student has declared her pregnancy the general school procedure following disclosure is:

The student will meet with the program director for counseling and advice regarding radiation safety. At this time the student will be informed of all of the available options for program completion.

If the student chooses to continue in the regular program sequence the clinical assignments may be adjusted, if necessary, to reflect specific contingencies required by individual hospital pregnancy policies. Supplemental radiation monitoring of the embryo / fetus and additional counseling will be required for the duration of the pregnancy

If a student chooses not to complete the program while pregnant they would have the option to complete the program the following year.

The Dental Assisting program will adhere to the "[Policy for Pregnant Students](#)" as stated by the New Jersey Radiologic Technology Board of Examiners.(refer page 24)

New Jersey Dental Radiology License

Students will be qualified for licensure after completing the following requirements:

- A. Students must complete the dental radiology curriculum and laboratory evaluations with a final grade of 75% or better and then complete required clinical competencies outlined in Radiologic Technology Board of Examiners Clinical Flowchart option D
- B. Successfully passing the DANB RHS exam.

Grading:

1. Dental Radiology students must maintain a minimum grade of 75%.
2. For dental radiology course the grading criteria is broken down as follows:

A= 100-92 B = 91-83 C = 75-82 F = 74-0	Participation = 10% Homework/Class Assignments = 15% Quizzes = 20% Written/Clinical Tests & Projects = 30% Laboratory Skills = 25% Laboratory – Students must pass required 14 clinical requirements as required by the Radiologic Technology Board of Examiners
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*Radiology pre-clinical: all students will need to identify at least two patients who require a full mouth series of radiographs for diagnostic purposes prescribed by the patient's

dentist who can come to our Westampton campus during regular school hours while a volunteer dentist is present and have their radiographs taken and interpreted or visit the assigned dental office. Whether on our campus or at one of our affiliation offices the students at all-time will be supervised by our dental instructors approved by the **New Jersey Radiologic Technology Board of Examiners.**

Course Requirements:

Each course requires completion of the Board curriculum. All the assigned text readings are to be completed prior to class so that the student may participate in the discussion of the subject matter. The student is completely responsible for making up all missed curriculum including assignments, quizzes, tests, and laboratory & clinical evaluations.

Assignments:

- a. Assignments will **not** be accepted late, missed assignments will result in a zero.
- b. When absent the assignment is due on the day of return.
- c. It is the student's responsibility to obtain any materials, assignments, or information missed due to absences.

Written Quizzes and Tests:

- a. Exam questions format may be multiple choice, true/false, short answer, matching, and/or labeling.
- b. Exam dates and times will be given by the instructor.
- c. Missed exams will be taken the next day the student is present in class.
- d. All tests are comprehensive.

Laboratory Performance:

- a. Performance exams will be given in all dental radiology courses that require a student to gain not only the knowledge, but also the skills required to perform as a dental assistant.
- b. If a student misses a performance exam due to an absence, it will be made up by appointment with the instructor.
- c. Practice and have a peer evaluate you before you take your performance exam. Be prepared.
- d. Each student must satisfactorily complete each task successfully prior to completion of the course.
- e. If a student is unsuccessful at achieving on the first attempt, it will be required of that student to repeat the performance test until success is achieved.
- f. All laboratory clinicals are pass/fail grading.
- g. A student may retest two more times prior to the ending of the course.
- h. At no time will a student expose X-rays on students or patients without an approved clinical affiliate application and curriculum completion statement from the Board of Radiologic Technology Board of Examiners.

CLINICAL PRACTICE

- A. Competencies:

1. It is an integral part of the curriculum. A student must complete all clinical competencies by the completion of the accredited dental assisting program.
 2. BCIT is responsible for the entire curriculum including assignment of supervised clinical sites.
 3. Direct supervision shall be provided by individuals who are licensed in New Jersey to apply radiation to human beings.
 4. A student shall not be permitted to perform radiographic procedures involving x-ray exposure on another student or hold patients during x-ray exposures.
 5. Radiographic procedures on patients shall be for diagnostic purposes only and supervised by a licensed Dentist.
- B. Didactic and laboratory components must be successfully completed and the Bureau of Radiological Health must approve a Clinical Site before advancing to the clinical portion of the curriculum. BCIT is approved under option D however the full-time program requires each student to complete Paralleling and Bisecting Angle Technique Clinical Competency and the Panoramic Clinical Competency Evaluation Form
- C. Clinical Site:
1. Shall provide optimum radiation protection equipment for patients and operators.
 2. X-ray equipment shall comply with the standards as prescribed in N.J.A.C. 7:28-16.
 3. Students shall be provided with a radiation monitoring device through school.
 4. Lead aprons shall be available.
 5. Safe film storage. (if applicable)
 6. Darkroom to assure quality radiographs.(if applicable)

BCIT DENTAL RADIOLOGY PROGRAM OBJECTIVES

The goal of this Dental Radiology program approved by the Radiologic Technology Board of Examiners is to provide the student with a balance of theory and laboratory practice in the science of dental radiography. This fundamental information will allow the student to make critical decisions about the use of dental radiography in order to facilitate patient care.

GOALS

1. To maintain a dynamic interdisciplinary dental radiology education that recognizes the arts and humanities and the competency of a scientific and technologically oriented society.
2. To provide graduates with entry-level skills necessary to continually produce high quality dental radiographers while limiting radiation exposure to patients, self, and others.
3. To prepare students for certification and licensure mandated for the delivery of direct oral care to

patients of New Jersey.

4. To serve as a source for educational oral health and nutrition programs that promotes the overall health and well-being of community members.
5. To encourage ethical and leadership behavior in students.

Upon successful completion of this course the student should be able to:

1. Describe the properties of radiation and its production in a dental X-ray unit.
2. Describe the biological effects of ionizing radiation, and practice principles of radiation hygiene as they relate to the dental office.
3. Identify and discuss film characteristics: density, contrast definition and distortion.
4. Utilizing basic principles of shadow casting, demonstrate the ability to expose diagnostically acceptable complete mouth surveys using a paralleling technique and the least possible exposure to both patients and operators.
5. Demonstrate the ability to expose diagnostically acceptable bitewing, periapical, occlusal and panoramic radiographs with the least possible exposure to both pedodontic and adult patients.
6. Describe the general principles of darkroom construction, equipment and safe lighting, and process exposed radiographs utilizing proper darkroom procedures.
7. Correctly mount and view complete mouth surveys, bitewing radiographs, and occlusal radiographs.
8. Identify normal anatomical landmarks of the maxilla and mandible.
9. Differentiate between normal anatomical landmarks and commonly observed lesions, particularly those associated with caries, apical pathology and periodontal disease.
10. Describe and perform the proper maintenance procedures for processing equipment and demonstrate this ability when acting as clinical supervisor.
11. Evaluate radiographs for film quality, technique and processing errors.
12. List the uses of extraoral radiography in dentistry.
13. Describe and demonstrate the technique used in panoramic radiography.
14. Describe the most common radiographic systems utilized in diagnostic medicine and therapy.
15. Conduct patient education to various age groups utilizing radiographs as an educational tool.
16. Determine frequency and type of radiographic exposures based on patient need and ADA recommendations.
17. Demonstrate proficiency in duplicating radiographs.
18. Demonstrate proper infection control procedures when exposing radiographs in the clinic, and processing in the darkroom.
19. Demonstrate digital x-rays and explain the fundamental concept of digital radiography.

Radiation Badges

Each student is provided with a personnel radiation-monitoring device during his or her period of attendance. Student exposure to radiation shall not exceed any of the occupational limits prescribed in N. J.A.C. 7:28-6.1. Within 30 calendar days of the school's receipt of any radiation dosimetry report, the school shall inform all students of their most recent exposure readings. In the event that a student receives an exposure of 50 mrem (0.5 mSv) or greater on any monthly radiation dosimetry report, or 100 mrem (1.0 mSv) or greater on any bimonthly radiation dosimetry report, or 150 mrem (1.5 mSv) or greater on any quarterly report, or an exposure that exceeds any of the occupational limits in N.J.A.C. 7:28-6.1, the school shall begin an investigation to find the cause and prevent recurrence of the exposure. The investigation report shall be completed within 30 calendar days of the school's receipt of notification of the exposure. This investigation report shall include any action to be taken to reduce unnecessary radiation exposure. The investigation report shall be given to the student and shall be maintained in the student's file. If any of the occupational limits in N.J.A.C. 7:28-6.1 is exceeded, a copy of the investigation report must be submitted to the Department. Within 90 calendar days of departure from the school, the school shall provide each student with a complete record of his or her radiation exposure history.

Policy of the New Jersey Radiologic Technology Board of Examiners Regarding Pregnant Students Enrolled in Accredited Radiologic Technology Training Programs in New Jersey

N.J.A.C. 7:28-19.13(f)14.

For each student who has declared her pregnancy in writing, with an approximate date of conception, a school shall: i. Provide instruction regarding radiation exposure and risks as they relate to the embryo-fetus and pregnancy; ii. Provide program enrollment options to accommodate pregnancy while allowing the student to complete the curriculum. If the student elects to continue with her education within the radiologic technology program, the school shall ensure that a personnel radiation-monitoring device is worn at the waist level during the term of her pregnancy;

BURLINGTON COUNTY INSTITUTE OF TECHNOLOGY

DENTAL ASSISTING PROGRAM

SUPERVISED CLINICAL EXPERIENCE

CLINICAL AFFILIATION ROTATION POLICIES

Your clinical experiences give you the opportunity to apply the skills and concepts learned in the classroom. These experiences are a vital part of your overall education and serve to prepare you to take the examinations for licensure and to practice safely in various employment settings.

The following rules will apply to your clinical rotation:

1. It is expected that you will be present and on time for each clinical experience. (**See Attendance Policy**)
2. In addition to learning the skills needed to practice dental assisting safely, you are also learning work skills. Most employers expect their employees to report to work in a timely manner, and failure to do so may result in termination of employment. In addition, consideration for your patients and the dental staff dictate that you report on time and are prepared to fulfill your clinical responsibilities. For these reasons, lateness will not be tolerated. Repeated tardiness or absence may result in dismissal from the program. (**See Attendance Policy**)
3. If you are going to be absent, on a clinical day, you are to notify the instructor and the dental office at least **one hour** prior to the beginning of the clinical day. Your instructor may be reached by email. **** Any absences that occur from the affiliate office for any reason must be made up at the SAME AFFILIATE SITE, or at the discretion of the instructor. The instructor must approve all arrangements for make-up hours first.**
4. Clinical requirements will be discussed during orientation. All students are required to be at their clinical rotation site properly attired and prepared with all necessary PPE and dosimeter badge. If you report to the clinical area unprepared, improperly attired, or in any other way unable to fulfill your clinical duties, you may be asked to leave and will receive a "0" for the clinical day.
5. All students are expected to show respect and professionalism towards their patients and other dental team members. Any difficulties encountered during your clinical rotation should be immediately brought to the attention of your clinical instructor. It should also be remembered that you will have access to confidential information regarding your patients. Under no circumstances is this information to be discussed outside the clinical unit or in any context other than that which pertains to the direct care of the patient. Breach of confidentiality may result in legal action and immediate dismissal from the program.
6. Students are not permitted to visit patients during non-clinical hours. In addition, students are prohibited from giving gifts to patients or accepting gifts of any kind from patients or the dental office or staff.
7. Students are not permitted to have visitors or personal phone calls of any kind while at the clinical site. In the event that the student must be contacted for an **emergency** situation, family and friends should be instructed to call the Adult Education Office.

Westampton: (609) 267-4226 extension 8231

The Adult Education staff will then notify the instructor by phone.

8. Cell phones are **NOT** permitted on clinical rotation sites.
9. Since certain clinical situations are contraindicated during pregnancy, it is imperative that you notify your clinical instructors immediately if you believe that you are pregnant. A note from your Doctor /Obstetrician is required stating that the student is in good health and may continue with the program. Special precautions are taken during clinical Radiology.
10. Clinical Rotation sites are selected by the Director of the Dental Assisting Program and sites may not be traded among students.
11. Each student will have at least 3 different Clinical Affiliation opportunities for a mandatory 300 + clinical hours.
12. An important part of each clinical rotation is the paperwork – Affiliate Attendance Sheet and Grading Sheets. It is the student's responsibility to see that this paperwork is in the possession of the office manager and/or Dentist and that their attendance sheet is properly filled out and signed each clinical day. If the paperwork is suddenly "missing" or the attendance sheet is not properly filled out or signed, it will be the responsibility of the student to make-up the necessary clinical hours.
13. When on clinical rotations, you will be graded as follows:

Clinical observations/evaluations by instructor:	25%
Affiliation site evaluations by office staff:	35%
Following school rules/ OSHA guidelines:	20%
Attendance/punctuality:	10%
Appearance/ work ethic /professionalism:	10%

CLASSROOM POLICIES

1. You are to be on time for all classes. Doors will be closed 10 minutes after classes have started. Any students arriving after the doors have been closed will have to wait until the class break to enter the classroom.
2. In order to gain the greatest benefit from your educational experience, it is necessary to be prepared for class lectures, discussions, and activities. Therefore, it is expected that students will have completed all assigned readings and projects prior to class, and will come to class prepared with appropriate books and other necessary materials.
3. A great deal of material is covered in this program in a relatively short period. It is vitally important that you be present and prepared to participate in class discussions and activities **every day**. Absence or lateness can seriously affect your grades and your ability to successfully complete the necessary coursework. **PERSONAL BUSINESS (SUCH AS DOCTORS' APPOINTMENTS, CAR SERVICING, ETC.) MUST BE SCHEDULED OUTSIDE OF REGULAR SCHOOL HOURS.**
4. If it is necessary for you to be absent or late, it is expected that you will inform your instructor(s) in advance if possible. All students are required to call the Program Director at (609-267-4226 x 8174) and leave a message for the instructors or email one of them **no later than 8AM** if you will be absent or late on a class day. (Procedure for notification of lateness or absence on a clinical day is covered under "Academic Policies.") If, for any

reason, you must leave a class or the clinical area before dismissal, it is necessary to inform your instructor of your intent. Failure to notify your instructor will lead to disciplinary action.

5. On days you are scheduled in the clinic or radiology area, you should arrive at school early enough to have the clinical operatory prepared (15 minutes.)
6. Dental Assisting Students are to be addressed in a polite and cordial manner by their fellow students.
7. The instructor must be notified prior to the beginning of class/clinic if a student will be absent.
8. Any changes in the scheduling of affiliation be submitted in writing and approved by the Director of the Dental Assisting Program.
9. Cheating in any form is not tolerated. A student found cheating or is voluntarily assisting another student in cheating will face immediate disciplinary action and may be asked to leave the program.
10. Food and drinks are not permitted in the classroom, clinic or lab area. Water is acceptable.
11. The use of cell phones is not permitted in the classroom or clinical rotations. If a student has an emergency and is waiting for a call, the student is to inform the instructor of the emergency. The student will then be allowed to have the cell phone with them, but it must be placed on “vibration” only. If a student’s cell phone goes off during class, the student will be asked to place the cell phone in his/her car until the end of the day.
12. The photocopy machine in the Adult Education Office is for faculty and administration use only.
13. **Students must park in their designated spot.**
14. All personal possessions must be kept in the student’s own locker at all times (not in the clinic area.) BCIT is not responsible for the safety of your personal possessions. Lockers must be locked at all times. Notify your instructor immediately if your lock is broken or does not work properly. The department reserves the right to inspect and search lockers in accordance with federal and state law.
15. The student is responsible for the storage and safety of his/her own equipment and lab projects.
16. During the course of the program, each student will be issued various sets of instruments, lab tools and models for which they are responsible. Replacement of broken/missing instruments must be taken care of prior to graduation.
17. All patient files must remain in the clinical offices. At no time are students permitted to keep patient charts or radiographs at home.
18. It is the primary objective of BCIT and your instructors to guide you in achieving your educational goals. Successful learning depends upon the ability to apply previously learned concepts to more complex material. For this reason, it is very important that you master each concept before moving on to the next. Often, what begins as a small problem may develop into a large one if not addressed right away. If you are having difficulty with any of the material covered during the course, please notify your instructor(s) immediately.
19. The general conduct of dental assisting students should reflect a respect for their profession

and themselves at all times.

20. Address your instructors, patients and fellow classmates with the dignity and respect you wish to be afforded. Address faculty members and patients by proper title and name, i.e.; Dr., Mrs. and Mr.
21. With its close proximity to the dental classroom, it is often difficult to maintain the privacy of the Dental Assisting – Practical Nursing Office. Students must never enter the office without knocking first and should schedule in advance when possible any needed meetings with instructor(s).
22. The dental assisting student will demonstrate positive mental attitudes by his/her ability to accept supervision and constructive criticism as an integral tool in improving skills, and be working toward personal development and maturity in relationships with all members of the dental health team, instructors and classmates.
23. Theft of any kind will not be tolerated and will result in immediate dismissal from the program.
24. All students will act as patients for other students.

DENTAL ASSISTING DRESS CODE

A. Uniform

The required uniform for Dental Assisting consists of Caribbean Blue scrubs and a white long sleeve shirt. Students may purchase scrubs from any retailer of their choice. An official BCIT Adult Ed school store offers uniform shirts with the BCIT logo in the assigned program colors; purchase is optional from the school store. Students can purchase these items elsewhere, but all students must comply to wear the required color for their program.

1. Uniforms must be cleaned and pressed
2. Hair is to be pulled back neatly off your face and completely off your collar prior to entering the lab/clinic area. No ponytails, loose or swinging hair of any kind (male and female students). *** If you have hair that must be pulled up, an emergency school hair kit is always a good idea.
3. Nails are to be well manicured, clean and smooth with the length no longer than that of the back of your fingertips. Clear nail polish is allowed.
4. Acceptable jewelry consists of a plain wedding ring (no high settings – they tear gloves), a wristwatch, and one small pair of earrings.
5. Uniform shoes or clean sneakers are permitted. No boots are unacceptable. If you are unsure your footwear is acceptable check with the program director for approval.
6. Tongue rings and hoop nose rings are not permitted and must be removed.
7. Nametags must be worn and students must identify themselves as students when performing services on the public in affiliate offices. You will be provided with both a clip on school nametag and one pin on nametag to be worn for clinical rotations and trips; if this nametag is either lost or destroyed, it is the student's responsibility to replace it.
8. Remediation in moderation and there may be a fee.

9. Tattoos must be completely covered by clothing.
10. A radiation badge will be worn at all times during radiology lab and clinical externships.
11. Hats, hoods, and other head coverings may not be worn in the building.
 - i. Acceptable – Headwear that is specific to religious affiliations. This must be approved by all parties (including but not limited to our clinical site(s), if applicable), via a written request at registration.

B. Hygiene:

1. Optimum physical health depends primarily upon a well-planned diet, a sufficient amount of sleep, and an adequate amount of exercise.
2. Daily baths and frequent hair shampoos prevent odors and aid in maintaining cleanliness.
3. It is imperative that those working in the dental field practice what they preach. The maintenance of a clean healthy mouth is essential and should be free from offensive odors (particularly smoke).

DRESS CODE FOR OFF CAMPUS FUNCTIONS

Any instructor, with administrative approval, may specify dress in any program, which requires a uniform. The following code applies to all programs:

Students are urged to emulate the dress codes of successful adults in the occupation for which they are preparing. All students are required to dress in a manner that reflects good taste, modesty, and appropriateness for the type of vocational program in which the student is enrolled. Attire should be neat, clean and pressed. Choice of garments should be made according to the health, safety, and welfare of all students. Requirements in this regard are for the purpose of instilling in each student the habit of wearing proper school and professional attire.

1. Clothing and accessories containing inappropriate pictures or words (examples include references to alcohol, drugs, sex, or words/phrases with double meaning) are not to be worn as school attire.
2. No undergarments should be visible or worn as outer garments. This includes boxer shorts, sleeveless undershirts, and muscle shirts.
3. Tube tops, mesh, fish net styles, spandex-type materials (such as bike shorts) or clothing which exposes the back or midriff are not to be worn in school.
4. Bare feet or thin, one-layer shoes (examples include bedroom slippers, shower slippers, or flip-flops) are not permitted due to safety reasons.
5. Sunglasses or glasses with dark lenses may not be worn in the building without a doctor's recommendation.

6. Outdoor garments, coats, jackets, windbreakers, warm-up jackets, hats, and gloves may not be worn in the building after class begins. Crew neck sweaters and sweatshirts are permitted – students are encouraged to keep one in their locker for colder days.
7. Students may not wear rings which encompass several fingers and/or have protruding spikes, or large necklaces which are a potential safety hazard. Students are encouraged not to wear expensive jewelry to school since items may be lost.

The Instructor retains the authority to determine if a clothing item or accessory not specifically covered in this dress code is appropriate for school attire.

Any student in violation of the dress code may be sent home to obtain suitable attire. In addition, violations of the above code may be treated as a disciplinary violation and be subject to disciplinary procedures.

The administration retains the authority to determine if a clothing item or accessory not specifically covered in this dress code is appropriate for school and/or educational programs.

Any student in violation of the dress code may be sent home to obtain suitable attire. In addition, violations of the above code may be treated as a disciplinary violation and be subject to disciplinary procedures.

Any other information not listed above will require approval from the Adult Education Division. Clinical facilities reserve the right to limit all, some, or none of the above information; and any other accessories, to which students must comply. Clinical facilities may also require clinical prerequisite training.

ATTENDANCE POLICY

In order to create a work-like environment students will clock in and clock out so there is no discrepancy on the number of hours completed, so that the program can accurately report program hours to our accrediting bodies.

1. Attendance is considered an important obligation in professional education. In order to meet these requirements, and with the understanding that absences will adversely affect the student's grades as well as prospects for future employment, the following attendance policy will be strictly enforced.
2. Daily attendance is vital to the successful completion of the program. Any student with two unexcused absences will receive a written warning. After three (3), the student will automatically be placed on probationary status. All clinical absences must be made up; decisions regarding make-up times will be at the discretion of the faculty and administration. All make-up time must be completed before the student will be eligible to graduate. There will be a cost for make-up time. Please see the general student handbook for more information.
3. Three or more unexcused absences in any class or clinic session may result in dismissal.
 - i. **3 absences = written warning**
 - ii. **4-5 absences = probation**

iii. 9 absences = dismissal

Lateness or early departure is defined as arriving after the class has begun or leaving prior to dismissal at the end of the class day.

4. Absences in excess of 1 ½ hours during any classroom day will constitute a 1/2 day's absence.
5. Three (3) episodes of lateness or early departure to any class will constitute an absence.
6. All dental assisting students are **required to complete a minimum of 95% of the dental assisting program hours (1100)** to successfully complete the program. Any student failing to achieve this will be denied advancing to the next semester or graduation. In addition, there can be no more than 5 days missed in one semester.
7. Attendance is also expected at various activities, which may be scheduled outside of regular class time. These events may include, but are not limited to participation in health fairs, professional meetings, fund-raising activities and educational seminars.
8. The dental assisting program academic hours vary from the first semester to the second semester. The program's second semester hours will vary once affiliation starts in March, 2023 since all clinical affiliates have different schedules. You will be informed of your schedule one month in advance so that you can arrange your schedule. On the days you will be on the campus, hours will be the same as the first semester.

ACADEMIC/CLINICAL WARNINGS AND PROBATION

1. A written warning will be issued to any student whose performance is falling below the minimum standard in either the theory or clinical areas. In addition, the student and the faculty will discuss remediation options at this time. A written and signed summary of this discussion will be placed in the student's file.
2. If, after two weeks, the student continues to have difficulty achieving the minimum standard, then he/she will be placed on academic or clinical probation.
3. It is the responsibility of the student to demonstrate consistent clinical/academic improvement in order to meet course objectives and pass the assisting course. Failure to remove the probation by the end of the assisting course constitutes a failure in that clinical, academic area.

REASONS FOR WARNING AND DISMISSAL

1. **Academic Failure** – Students are responsible to maintain individual records of their grades throughout each course. Any student failing to meet the course's minimum grade for completion will be informed of this and will be required to meet with the instructor for counselling. This will be considered an academic warning. Failure to bring the grade up to the course minimum grade by the end of the course will result in academic failure of that course. This may result in either dismissal from the dental assisting program or inability to graduate. Any third offense will automatically result in program dismissal.
2. **Disrespectful attitude towards students, school personnel, dental personnel, patients, or fellow classmates** – Any student found being disrespectful towards instructors, school

personnel, dental personnel, patients or fellow classmates will be required to meet with the program director for counselling. At this time, a written warning will be issued and will be kept on file. If a second offense occurs, the student will be required to meet with the program director and the Health Occupations' Supervisor for counseling and a decision on a second warning or program dismissal.

3. **Improper personal or professional conduct** – Violations of this may include but are not limited to: performing skills and duties, at your clinical site, above and beyond what you have been taught to perform, arriving to the classroom or clinical site under the influence of any drug or alcohol, and failure to follow safety guidelines in the classroom, clinical and laboratory setting. Depending on the severity of the first violation, either a warning or dismissal will be issued. Any student found in violation of improper personal or professional conduct will be required to meet with the dental assisting program director and Health Occupations Supervisor to determine the outcome. If a warning is issued, it will be documented and kept on file. Any second warning given to a student for this offense will result in dismissal from the program.
4. **Excessive absenteeism or tardiness** (see Attendance policy)
5. **Refusal to participate in classroom or clinical activities** – Students will be required to participate in classroom or clinical activities. This is part of the learning process. Failure to participate in the classroom may consist of, but is not limited to: falling asleep in class, failure to participate in group activities, and failure to complete in-class assignments. Failure to participate in clinical activities may include, but are not limited to: unwillingness to perform tasks requested by the clinical site and unmotivated to learn. A written and verbal warning will be issued for the first and second offense. A third offense will result in program dismissal.
6. **Unethical and/or dishonest behavior** – Any student found guilty of unethical and/or dishonest behavior will receive only one written warning. And a second offense will automatically result in program dismissal. This includes, but is not limited to, any form of cheating on tests, lying and plagiarism.

CERTIFICATION/REGISTRATION/LICENSING REQUIREMENTS

1. Basic Life Support:
 - a. All students, faculty and staff involved in the direct provision of patient care must be currently certified in CPR. Acceptable courses include the American Red Cross Basic Life Support for Professionals, or the American Heart Association Healthcare Provider Course.
 - b. A current CPR card must be presented, copied and kept in the student's file prior to Supervised Clinical Experience.
2. Dental Assisting National Board Examinations (DANB): administrator of the CDA exam
 - a. The Infection Control (ICE) component of Dental Assisting National Board may be taken after successfully completing the Infection Control course.
 - b. Students will be prepared and qualified to take the Radiation Health and Safety Examination in Spring providing the student has completed the following requirements:
 - i. Students must complete the dental radiology course with a final grade of at least 75%
 - c. Students will be prepared and qualified to take the General Chairside component upon completion of the BCIT dental assisting program.
3. Students will be prepared and take the New Jersey Ethics and Jurisprudence Examination in early October. Failure to apply for registration within 3 years of taking the examination will necessitate retaking the examination. There is no fee for this examination.
4. Upon successful completion of the BCIT dental assisting program and the Radiation Health & Safety Examination, students will be eligible to apply for a New Jersey Radiology License. The cost for this license is approximately \$60.00.
5. To qualify for New Jersey State Registration (RDA)
 - a. Students must successfully complete all expanded functions to a minimal competency level and have completed the dental assisting program in its entirety.
 - b. Have completed all aspects of the Dental Assisting National Board and received a CDA.
 - c. Successfully completed the New Jersey Ethics and Jurisprudence Online Orientation. students must complete the online application and upload their Expanded Functions Certificate and Program Completion form.
 - d. Undergone Fingerprinting and a Criminal Background check. The approximate cost for this is approximately \$90.00.
 - e. Cost for the New Jersey Registered Dental Assistant License is approximately \$90.00.

STUDENT ACCEPTABLE USE OF EDUCATIONAL TECHNOLOGY EQUIPMENT POLICY

General Information

The Burlington County Institute of Technology provides computer equipment, computer services, Internet access and other technology to its students and staff for educational purposes only. The purpose of providing technology resources is to improve learning and teaching through research; teacher training; collaboration, dissemination and the use of global communication resources. Employees of Burlington County Institute of Technology reserve the right to monitor all activity on district technology.

Any action by a user that is determined by a supervising party to constitute an inappropriate use of resources or an improper restriction of others from using and enjoying those resources, is strictly prohibited and may result in termination of the offending users' access and other action in compliance with the district's discipline code.

The district may modify these rules at any time.

Information Content and Uses of the Computer

The user agrees not to publish on or over the computer any offensive information. The user further agrees not to use the computer to conduct advertising, solicitation, or any activity which is prohibited by law.

Because Burlington County Institute of Technology provides, through connection to the Internet, access to other computers around the world, students and their parents understand that the district and supervising party have no control over content. The district will provide students access to Internet resources only in supervised environments and will take all possible steps to lock out objectionable areas.

Online Conduct

Accessing social networking sites such as, but not limited to, Facebook, Twitter and Instagram on the school district system is prohibited. Furthermore, the user specifically agrees not to submit, publish, or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or otherwise illegal material, nor shall a user encourage the use, sale, or distribution of controlled substances. Transmission of material, information or software in violation of any local, state or federal law is also prohibited and is a breach of the Terms and Conditions. Specifically, the user will conform to copyright and licensing laws and will not plagiarize the work of others.

Software Libraries

Software is provided to students as a curricular resource. No student may install, upload, or download software. Any software having the purpose of damaging another person's files or the district computers and software (e.g., computer viruses) is specifically prohibited.

Real-time, interactive communication areas

The supervising party, at his/her sole discretion, reserves the right to immediately terminate the access of a user who misuses real-time conference features such as video conferencing and audio conferencing, chat, and internet relay chat.

Security

Attempts to access files of another user or of a supervising party may result in termination of access privileges. Any user identified as a security risk may have his access terminated and/or be subject to other disciplinary action.

Vandalism

Vandalism is any malicious attempt to harm or destroy computers or devices, any of the networks that are connected to the Internet backbone, peripherals, or resident software. This includes, but is not limited to, the loading or creation of computer viruses. Act of vandalism may result in cancellation of computer access, and other disciplinary measures in accordance with the district's discipline code.

Game Playing

Game playing using BCIT computers or our network infrastructure is prohibited.

Printing

The printing facilities of Burlington County Institute of Technology should be used judiciously. Unnecessary printing adds expense, and shortens the life of the equipment.

CELL PHONES

Starting September 2025, BCIT will implement a new Cell Phone and Headphone Policy. This is not just about rules. It is about restoring focus, supporting healthy habits, and strengthening our learning environment. We are proud to join other districts across New Jersey who are taking clear steps to prioritize student engagement and mental health.

What You Need to Know:

- Phones must be off and put away during all instructional time from homeroom through dismissal.
- Phones may be used before school, during lunch, and after school. They are not permitted during class or in restrooms or locker rooms.
- Wireless headphones and earbuds are not permitted inside the building. This includes the common "one ear" workaround.
- Smartwatches may be worn for timekeeping only. No texting. No gaming. No alerts.



- No wearable technology is allowed that can record, play audio, send or receive messages, or connect via Bluetooth. This includes smart glasses, wearable recording devices, smart clothing, or any future wearables with similar functions.

In an emergency, families should contact the main office. If a student needs to call home, they may request to use a school phone.

BURLINGTON COUNTY INSTITUTE OF TECHNOLOGY

Student Acceptable Use of Education Technology

Terms and Conditions Student Contract

I have read the Terms and Conditions for use of technology resources in Burlington County Institute of Technology. I understand and will abide by the stated Terms and Conditions. I further understand that violation of the regulations is unethical, a violation of school rules, and may constitute a criminal offense. Should I commit any violation, I understand that my access privileges may be revoked and school disciplinary action may be taken. Appropriate legal action may also result.

Student User Name (print): _____

Student User Signature: _____

Date: _____

Daytime Phone Number: _____

Evening Phone Number: _____

SAFETY STATEMENT

I have been present when the dental instructor demonstrated and discussed the rules and procedures of the dental lab equipment, and I understand that it is my responsibility to abide by the rules and procedures. I further understand that I will comply with all safety standards and precautions related to this type of equipment (model trimmers, lathes, vibrators, dental torches, slow speed drills, vacuum-formers, etc.).

Date

Student Signature

ACKNOWLEDGEMENT OF BCIT DENTAL ASSISTING POLICIES AND PROCEDURES

I, _____, (please print first and last name) acknowledge and understand that I will be enrolled in the Dental Assisting program and have received the BCIT Dental Assisting Student Handbook which is available online at bcit.cc/adulted under Resources. I understand that this handbook provides information on the policies and procedures for adult education. I have also received instruction in basic classroom and school safety procedures. This is to acknowledge that I understand and will abide by all the policies and procedures as set forth in the BCIT student handbook.

Date

Student Signature

Teacher Signature

Dental Assisting Payment Schedule:

Dental Assisting Total Cost of Program \$10,810 Alumni \$9,729						
Semester	Course Code	Payment Due	Module Dates	Course	Payment	Alumni
25F	DEN601-M1	At Registration	9/04/2025 - 11/12/2026	Payment 1	\$3,600	\$3,600
25F	DEN601-M2	11/12/2025	11/13/2025 - 1/28/2026	Payment 2	\$2,700	\$2,700
26Sp	DEN601-M3	1/28/2026	1/29/2026 - 4/15/2026	Payment 3	\$2,700	\$2,700
26Sp	DEN601-M4	4/15/2026	4/16/2026 - conclusion	Payment 4	\$1,810	\$729

This constitutes the agreement between the school and the student. I understand that if I fail to make a payment by the due date detailed above I will be in jeopardy of being dismissed from the Dental Assisting program.

Signature: _____ Date: _____

Adult Students with Disabilities

The Adult Education Program at Burlington County Institute of Technology (BCIT) does not receive federal funding and is not required to provide accommodations under the Americans with Disabilities Act (ADA).

However, as good practice, BCIT will consider accommodating adult students with disabilities who can document their disability. The student must do the following:

- Disclose to the administration or their teacher, **within the first week of classes**, that they have a disability that affects their learning.
- Show documentation that they have a disability (example: Last IEP or ADA/504 Accommodation Plan).
- Schedule a time to discuss their disability and what reasonable accommodation(s) they may need.

Once the district has documentation of an adult student's disability, an Adult Education supervisor will meet with the student, and if requested by the student, create an ADA/504 Accommodation Plan. Under the ADA, institutions of higher learning are to provide reasonable accommodations. Adult students with a disability will not receive an Individual Educational Program (IEP). Nor will they receive the same services they received under the Individual's with Disabilities Education Act (IDEA) with an IEP. You may receive reasonable accommodations after consultations with the instructor(s) and the designated Adult Education supervisor.