



**Registered Dental Assistant (RDA) Program
Application for Approval by the Dental Board of California**

This Application reflects the requirements of California Code of Regulations Sections 1070, 1070.1, 1070.2, 1070.3, 1070.4, and 1070.5, which each program must meet to secure and maintain approval by the Dental Board to instruct in Registered Dental Assistant (RDA) duties, including required instruction in radiation safety, coronal polishing, and pit and fissure sealants.

In the Application document, excerpts from the laws appear in normal text, while questions on the Application appear in italic text. The term "CCR" used in the Application document means "California Code of Regulations".

1. Fee. A non-refundable application fee in the amount of \$1,400 payable to the Dental Board of California must be submitted with the Application unless your program is accredited by the Chancellor's office of the California Community Colleges.
2. Number of Copies. One original and two copies of the application and all required attachments must be submitted. The original and one copy must be submitted in complete paper format. The remaining copy may be in paper format, or on a 1x-52x compatible CD in Word format.
3. Completion of Application. Each question on the Application must be answered fully. An incomplete application will not be accepted.
4. Attachments. All required documents must be submitted as separate attachments as indicated in the application. Attachments must be tabbed to match the application.
5. Schedule for Program Site Visit. The Board will schedule the site visit after the curriculum has been reviewed and any deficiencies have been addressed. The proposed schedule below will assist the school in preparing for the site visit. The Site Evaluation Team (SET) realizes that schools may wish to make adjustments to the proposed schedule. However, changes must be reviewed with Board staff prior to the visit.

Items marked with a "*" apply only to existing Board approved RDA programs that are undergoing re-evaluation.

- Conferences with all full and part time faculty, Dental Assistant Program Administrator, School Director and Other Department Heads.
- Classroom, Departments, Equipment and Supplies. The SET will be reviewing the dental classrooms, dental operatories, sterilization area, laboratory area and x-ray processing, library materials, and all required dental equipment and supplies for the program.
- *Records Evaluation. The SET will be reviewing all of the required records for the following areas: current records kept by program director; all faculty meetings, coronal polishing records, pit and fissure sealant records; radiation safety records; minimum performance records; practical exams etc.

- *Extra-mural Facilities. The SET may visit at least two offices or facilities in which a student is currently participating in the clinical portion of training. Arrangements shall be made for the SET to meet with representatives of such a facility or office who have responsibility for supervising students' clinical experience.
- *Conferences with Students. The site visit schedule shall include a period for the SET to meet with the students. Faculty members shall not be included in meetings with students.
- Conference Schedule. The following conference schedule is a *suggested format only*. It is understood that program schedules may dictate another sequence, and it is therefore subject to change.

The site visit is a process where the facility, program, and other required areas will be evaluated. Below are the conferences, reviews, observations and interviews that will be performed. In preparation for this visit, please have documents available for the SET to review.

TIME	SUBJECT OF CONFERENCE	PARTICIPANTS
TBA	Meeting with Program Director and Administrators	SET Members
	Tour of Dental Assisting Facilities	Program Administrators Program Director SET Members
	Curriculum Review (including: lesson plans, objectives, criteria, process-product evaluation, written/practical examinations)	Program Director Instructors SET Members
	Review of Facilities, Equipment and Supplies	Program Director Instructors SET Members
	Review of Radiation Safety Records*	SET Members
	Review of Coronal Polishing Records*	SET Members
	Review of Pit and Fissure Sealant Records*	SET Members
	Review of Evaluation from Clinical Facilities*	SET Members
	Review of Advisory Committee minutes*	SET Members
	Review of Faculty Meeting minutes*	SET Members
Observe Students performing basic dental assisting and registered dental assisting duties*	SET Members Students Program Director Instructors	
Private conference with Students*	SET Members Students	
Evaluation of Library/Internet	SET Members	
Formal Exit Interview	SET Members Program Director School Administrators	

IMPORTANT! PLEASE READ THE FOLLOWING:

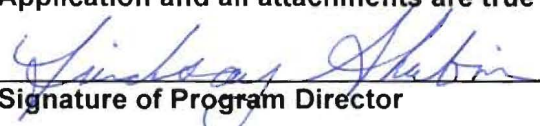
Submission of this application does not authorize a program to provide stand-alone courses in Infection Control, Radiation Safety, Coronal Polish, and Pit and Fissure Sealants.

If a program wishes to provide these stand-alone courses, individual applications, fees and appropriate documentation must be submitted separately.


**Registered Dental Assistant (RDA) Program
Application for Approval by the Dental Board of California**

Date of Application: 5.15.13
Name of Applicant: Lindsay Shubin, R.D.A.
Business Name: San Joaquin Valley College - San Diego Campus
Campus Address: 333 H Street
City, State, Zip: Chula Vista, CA 91910 Telephone: 619-426-7582
Corporate Address (if applicable): 801 S. Akers St., Ste 150
City, State, Zip: Visalia, CA 93277 Telephone: 559-734-9000
Type of Program: Community College Vocational Program Dental School
 Private School Other - specify: _____
Name of Program Director: Lindsay Shubin, R.D.A.
Telephone: 661-834-0126 Email Address: Lindsay.Shubin@sjvc.edu
Name of Owner (if other than Program Director): Mike Perry, CEO
Telephone: 559-734-9000 Email Address: MikeP@sjvc.edu

I certify under penalty of perjury under the laws of the State of California that this Application and all attachments are true and correct.

 6/20/2013
Signature of Program Director Date

I certify that I will be responsible for the compliance of the program director with the laws governing Registered Dental Assistant Programs. I certify under penalty of perjury under the laws of the State of California that this Application and all attachments are true and correct.

 _____
Signature of Owner (if other than the Program Director) Date
(If sole ownership business, individual owner must sign. If partnership, one of the partners must sign. If a corporation, the CEO or secretary of the Corporation must sign.)

1. Is the program established at the post-secondary educational level? Yes No

Reference: CCR section 1070(a)(5). General Provisions Governing All Dental Assistant Educational Programs and Courses.

(5) All programs and courses shall be established at the postsecondary educational level or deemed equivalent thereto by the Board.

2. Does the program director possess a valid, active, and current license issued by the Board? Yes No

Attach a copy of the current license as Exhibit 2.

3. a. Has each faculty member been licensed for at least two years, and possess experience in the subject matter he or she is teaching? Yes No

Attach as Exhibit 3a, a copy of the current license and resume' of each faculty member.

Reference: CCR section 1070(d). General Provisions Governing All Dental Assistant Educational Programs and Courses.

(d) No faculty or instructional staff member shall instruct in any procedure that he or she does not hold a license or permit in California to perform. Each faculty or instructional staff member shall possess a valid, active, and current license issued by the Board or the Dental Hygiene Committee of California, shall have been licensed or permitted for a minimum of two years, and possess experience in the subject matter he or she is teaching. An instructor who has held a license as a registered dental assistant or registered dental assistant in extended functions for at least two years, who then becomes a permit holder as an Orthodontic Assistant on or after January 1, 2010, shall not be required to have held such a permit for two years in order to instruct in the subject area.

b. Has each faculty member instructing Pit and Fissure Sealants completed a board-approved course in the application of pit and fissure sealants? Yes No

Attach as Exhibit 3b, evidence that each faculty member instructing Pit and Fissure Sealants has completed a board-approved course in the application of pit and fissure sealants.

Reference: CCR section 1070.3. Approval of Pit and Fissure Sealant Courses.

(c) Administration/Facility. Adequate provision for the supervision and operation of the course shall be made.

(1) The course director and each faculty member shall possess a valid, active, and current RDAEF, RDH, RDHEF, RDHAP, or dentist license issued by the Board, or an RDA license issued by the Board if the person has completed Board-approved courses in coronal polishing and the application of pit and fissure sealants. All faculty shall have been licensed for a minimum of two years. All faculty shall have the education, background, and occupational experience and/or teaching expertise necessary to teach, place, and evaluate the application of pit and fissure sealants. All faculty responsible for clinical evaluation shall have completed a two hour methodology course in clinical evaluation.

Attach as Exhibit 3c, a table or chart containing the following information regarding the intended daily hours for EACH faculty member in the specified areas:

FACULTY MEMBER NAME:	Monday	Tuesday	Wednesday	Thursday	Friday
Daily student contact hours per week:					
Class preparation hours per week:					
Student advising hours per week:					
Extern visitation hours per week:					
Comments:					

FACULTY MEMBER NAME:	Monday	Tuesday	Wednesday	Thursday	Friday
Daily student contact hours per week:					
Class preparation hours per week:					
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FACULTY MEMBER NAME:	Monday	Tuesday	Wednesday	Thursday	Friday
Daily student contact hours per week:					
Class preparation hours per week:					
Student advising hours per week:					
Extern visitation hours per week:					
Comments:					

4. Will a certificate or other evidence of completion be issued to each student who successfully completes the program? Yes No

Attach as Exhibit 4, a copy of the certificate of completion.

Reference: CCR section 1070(e). General Provisions Governing All Dental Assistant Educational Programs and Courses.

(e) A certificate, diploma, or other evidence of completion shall be issued to each student who successfully completes the program or course and shall include the following: the student's name, the name of the program or course, the date of completion, and the signature of the program or course director or his or her designee.

5. Indicate whether equipment and supplies are provided by the Program or the student?
 Program Student

Attach as Exhibit 5, a list of equipment and supplies that will be provided by EACH party to instruct all dental assistant and registered dental assistant duties.

Reference: CCR section 1070(f)(1). General Provisions Governing All Dental Assistant Educational Programs and Courses.

(1) The location and number of general use equipment and armamentaria shall ensure that each student has the access necessary to develop minimum competency in all of the duties for which the program or course is approved to instruct. The program or course provider may either provide the specified equipment and supplies or require that the student provide them. Nothing in this Section shall preclude a dental office that contains the equipment required by this Section from serving as a location for laboratory instruction.

6. Are operatories sufficient in number to allow a ratio of at least one operator for every five students who are simultaneously engaged in preclinical or clinical instruction?

Yes No

Reference: CCR section 1070(f)(2). General Provisions Governing All Dental Assistant Educational Programs and Courses.

(2) Clinical instruction shall be of sufficient duration to allow the procedures to be performed to clinical proficiency. Operatories shall be sufficient in number to allow a ratio of at least one operator for every five students who are simultaneously engaged in clinical instruction.

7. Do the operatories contain functional equipment, including a power-operated chair for treating patients or simulation-based instruction in a supine position, operator and assistant stools, air-water syringe, adjustable light, oral evacuation equipment, work surface, handpiece connection, and adjacent hand-washing sink? Yes No

Reference: CCR section 1070(f)(2)(A). Requirements for Registered Dental Assistant Educational Programs.

(A) Each operatory shall contain functional equipment, including a power-operated chair for patient or simulation-based instruction in a supine position, operator and assistant stools, air-water syringe, adjustable light, oral evacuation equipment, work surface, handpiece connection, and adjacent hand-washing sink.

8. Are operatories of sufficient size to simultaneously accommodate one student, one instructor, and one patient or student partner? Yes No

Attach as Exhibit 8, a description of the operatories, their number, and a list of the equipment and supplies that are housed in the operatory area.

Reference: CCR section 1070(f)(2)(B). Requirements for Registered Dental Assistant Educational Programs.

(B) Each operatory shall be of sufficient size to simultaneously accommodate one student, one instructor, and one patient or student partner.

9. Will OSHA attire and protective eyewear be required for each student?

Yes No

10. Does the course have written clinical and laboratory protocols to ensure adequate asepsis, infection and hazard control, and disposal of hazardous wastes, that comply with the board's regulations and other Federal, State, and local requirements, and will such protocols be provided to all students, faculty and instructional staff?

Yes No

Attach as Exhibit 10, a copy of such protocols for the following: student immunizations; PPE; equipment and supply infection control; biohazardous waste; OSHA training requirements for dental office employees; management of training records; management of occupational exposure to blood and body fluids; infection control protocol for operatory set-up and clean-up; infection control protocol during dental treatment; disinfection; sterilization; sanitization; barrier use; surface disinfection; responsibilities of infection control officer in a dental office.

11. *Is adequate space provided for preparing and sterilizing all armamentarium?*

Yes No

Attach as Exhibit 11, a description of the space and equipment.

12. *Will protective eyewear, mask, gloves, and clinical attire be required of or provided to student and faculty member/instructional staff, and appropriate eye protection provided for each piece of equipment?* Yes No

Reference: CCR section 1070(g). General Provisions Governing All Dental Assistant Educational Programs and Courses.

(g) The program or course shall establish written clinical and laboratory protocols that comply with the Board's Minimum Standards for Infection Control (Cal. Code Regs., Title 16, Section 1005) and other federal, state, and local requirements governing infection control. The program or course shall provide these protocols to all students, faculty, and instructional staff to ensure compliance. Adequate space shall be provided for handling, processing, and sterilizing all armamentarium.

13. *Is each faculty and instructional staff certified in basic life support?* Yes No

Attach as Exhibit 13, a copy of each faculty and instructional staff members' current CPR card.

Reference: CCR section 1070(h). General Provisions Governing All Dental Assistant Educational Programs and Courses.

(h) A written policy on managing emergency situations shall be made available to all students, faculty, and instructional staff. All faculty and staff involved in the direct oversight of patient care activities shall be certified in basic life support procedures, including cardiopulmonary resuscitation. Recertification intervals may not exceed two years. The program or course director shall ensure and document compliance by faculty and instructional staff. A program or course shall sequence curriculum in such a manner so as to ensure that students complete instruction in basic life support prior to performing procedures on patients used for clinical instruction and evaluation.

14. *Will the program director, or a designated faculty/instructional staff member, be responsible for selecting extramural clinical sites and evaluating student competence in performing procedures both before and after the clinical assignment?* Yes No

Attach as Exhibit 14, a copy of the document the program will use for the clinical evaluation of students during externship, which must be signed and dated by the student and instructor.

Reference: CCR section 1070(j)(2). General Provisions Governing All Dental Assistant Educational Programs and Courses.

(2) The program or course director, or a designated faculty member, shall be responsible for selecting extramural dental facility and evaluating student competence before and after the clinical assignment.

15. *a. Will the program director, or a designated faculty/instructional staff member, orient dentists and all licensed dental healthcare workers who may provide instruction, evaluation, and oversight of the student in the clinical setting?* Yes No

b. Will the program faculty/instructional staff member and extramural clinical personnel use the same objective evaluation criteria? Yes No

Attach as Exhibit 15, a complete orientation packet that is given to the dentist and all licensed dental healthcare workers who may provide instruction, evaluation, and oversight of the student in the clinical setting prior to placement of a student in the extern site which shall include, at a minimum: student evaluation forms; objective evaluation criteria; procedures on how the extern's clinical experience is to be conducted including at a minimum when and how the student receives his/her first evaluation and, at the completion of the training, extern time sheet.

16. Will the student evaluate the clinical experience? Yes No

Attach as Exhibit 16, the evaluation form that will be completed by the student.

Reference: CCR section 1070(j)(3). General Provisions Governing All Dental Assistant Educational Programs and Courses.

(3) Prior to student assignment in an extramural dental facility, the program or course director, or a designated faculty or instructional staff member, shall orient dentists and all licensed dental healthcare workers who may provide instruction, evaluation, and oversight of the student in the clinical setting. Orientation shall include, at a minimum, the objectives of the program or course, the student's preparation for the clinical assignment, and a review of procedures and criteria to be used by the dentist or the licensed personnel in the extramural dental facility in evaluating the student during the assignment, which shall be the same as the evaluation criteria used within the program or course.

17. Will there be a written contract of affiliation between the program and each extramural dental facility that includes written affirmation of compliance with the regulations of Title 16, Division 10, Article 2? Yes No

Attach as Exhibit 17, a copy of the contract of affiliation with each extramural facility.

Reference: CCR section 1070(j)(4). General Provisions Governing All Dental Assistant Educational Programs and Courses.

(4) There shall be a written contract of affiliation between the program and each extramural dental facility that includes written affirmation of compliance with the regulations of this Article.

18. Will there be at least the following number of instructors per student who are simultaneously engaged in the following instruction: 1 for every 14 students during laboratory instruction, 1 for every 6 students engaged in pre-clinical instruction, and 1 for every 6 students engaged in clinical instruction? Yes No

Reference: CCR section 1070.1(d) and (e). Educational Program and Course Definitions and Instructor Ratios.

(d) "Laboratory instruction" means instruction in which students receive supervised experience performing procedures using study models, mannequins, or other simulation methods. There shall be at least one instructor for every 14 students who are simultaneously engaged in instruction.

(e) "Preclinical instruction" means instruction in which students receive supervised experience within the educational facilities performing procedures on simulation devices or patients which are limited to students, faculty, or instructional staff members. There shall be at least one instructor for every six students who are simultaneously engaged in instruction.

Attach as Exhibit 18, the following information in a table or chart in the following format for those sessions applicable to the program:

Maximum Students enrolled per session:			Number of Operatories:	
Faculty/Student Ratios:		Laboratory:	Preclinical:	Clinical:
Proposed Class Session	Hours	Total Number of Students	Total Number of Faculty Providing Instruction (including Program Director)	Names of Faculty Providing Instruction (including Program Director)
AM – Lecture				
AM – Lab				
MidDay – Lecture				
MidDay – Lab				
Afternoon – Lecture				
Afternoon – Lab				
PM – Lecture				
PM – Lab				

19. Does the program have an advisory committee composed of an equal number of RDAs and dentists, including at least two RDAs and two dentists currently licensed by the board? Yes No

Attach as Exhibit 19, a table showing the following information for each of the Advisory Members: Name, license number, expiration date, title, and telephone number.

20. Will the advisory committee meet at least once each academic year with the program director, faculty, and appropriate institutional personnel to monitor the ongoing quality and performance of the program and to receive advice and assistance from the committee? Yes No

Attach as Exhibit 20, a description of the content and subjects of the Advisory Committee meetings, which includes its responsibilities. Existing approved programs undergoing re-evaluation must also attach copies of minutes of the Advisory Committee meetings for the last five years.

Reference: CCR section 1070.2(d)(2). Approval of Registered Dental Assistant Educational Programs.

(2) Programs shall establish and maintain an advisory committee whose membership provides for equal representation of dentists and dental assistants, all currently licensed by the Board. In addition, consideration shall be given to a student, a recent graduate or a public representative to serve on the advisory committee. The advisory committee shall meet at least once each academic year with the program director, faculty, and appropriate institutional personnel to monitor the ongoing quality and performance of the program and to receive advice and assistance from the committee.

21. Has each faculty member completed a course or certification program in educational methodology of at least 30 hours or holds any of the following: a postgraduate degree in education, a Ryan Designated Subjects Vocational Education Teaching Credential, a Standard Designated Subjects Teaching Credential, or a Community College Teaching Credential. Yes No

Attach as Exhibit 21, a copy of the certification or diploma for each faculty/instructional staff member.

Reference: CCR section 1070.2(d)(3)(A). Approval of Registered Dental Assistant Educational Programs.

(A) By January 1, 2012, each faculty member shall have completed a course or certification program in educational methodology of at least 30 hours, unless he or she holds any one of the following: a postgraduate degree in education, a Ryan Designated Subjects Vocational Education Teaching Credential, a Standard Designated Subjects Teaching Credential, or a Community College Teaching Credential. Each faculty member employed after January 1, 2012, shall complete a course or certification program in educational methodology within six months of employment. The program director or designated administrator shall be responsible to obtain and maintain records of each faculty member showing evidence of having met this requirement.

22. Will the program director have teaching responsibilities that are less than those of a full-time faculty member? Yes No

Reference: CCR section 1070.2(d)(3)(B). Approval of Registered Dental Assistant Educational Programs.

(B) The program director shall have teaching responsibilities that are less than those of a full-time faculty member. He or she shall actively participate in and be responsible for the administration of the program including the following:

(i) Participating in budget preparation and fiscal administration, curriculum development and coordination, determination of teaching assignments, supervision and evaluation of faculty, establishment of criteria and procedures, design and operation of program facilities, and selection of extramural facilities and coordination of instruction in those facilities.

(ii) Holding periodic staff meetings to provide for subject matter review, instructional calibration, curriculum evaluation, and coordinating activities of full-time, part-time, and volunteer faculty or instructional staff.

(iii) Maintaining copies of minutes of all advisory committee and staff meetings for not less than five years.

Attach as Exhibit 22, a table or chart containing the following information regarding the intended daily hours for the program director in the specified areas:

PROGRAM DIRECTOR NAME:	Monday	Tuesday	Wednesday	Thursday	Friday
Daily administrative hours per week:					
Daily student contact hours per week:					
Class preparation hours per week:					
Student counseling hours per week:					
Extern visitation hours per week:					
Comments:					

23. Will the program director actively participate in and be responsible for the administration of the program? Yes No

Attach as Exhibit 23, a description of the intended frequency and content of staff meetings. Existing approved programs undergoing re-evaluation must also attach copies of minutes of the staff meetings for the last five years.

Reference: CCR section 1070.2(d)(3)(C). Approval of Registered Dental Assistant Educational Programs.

(C) The owner or school administrator shall be responsible for the compliance of the program director with the provisions of this Section and Sections 1070 and 1070.1.

24. Does the program have sufficient financial resources to support the program and comply with the laws governing program approval? Yes No

Attach an explanation as Exhibit 24.

25. Is the program required to be approved by any other governmental agency? Yes No

If yes, specify which agency and provide a copy of the approval document(s) as Exhibit 25.

26. Is the program accredited by another agency? Yes No

If yes, specify which agency in Exhibit 26.

Reference: CCR section 1070.2(d)(4). Approval of Registered Dental Assistant Educational Programs.

(4) The program shall have sufficient financial resources available to support the program and to comply with this Section. If the program or school requires approval by any other governmental agency, that approval shall be obtained prior to application to the Board for approval and shall be maintained at all times. The failure to maintain that approval shall result in the automatic withdrawal of Board approval of the program.

27. Will the length of the program be of sufficient duration for each student to develop minimum competence in performing dental assistant and registered dental assistant duties, but no less than 800 hours, including at least 275 hours of didactic instruction, at least 260 hours of combined laboratory or preclinical instruction conducted in the program's facilities under the direct supervision of program faculty or instructional staff, and the remaining hours utilized in clinical instruction in extramural dental facilities? Yes No

28. Will no more than 20 hours be devoted to instruction in clerical, administrative, practice management, or similar duties, unless the program hours exceed 800?

Yes No

Reference: CCR section 1070.2(d)(5). Approval of Registered Dental Assistant Educational Programs.

(5) The program shall be of sufficient duration for the student to develop minimum competence in performing dental assistant and registered dental assistant duties, but in no event less than 800 hours, including at least 275 hours of didactic instruction, at least 260 hours of combined laboratory or preclinical instruction conducted in the program's facilities under the direct supervision of program faculty or instructional staff, and the remaining hours utilized in clinical instruction in extramural dental facilities. No more than 20 hours of instruction shall be devoted to clerical, administrative, practice management, or similar duties. Programs whose demonstrated total hours exceed 800 and who meet all the instructional requirements in this Section, may utilize the additional instructional hours as deemed appropriate for program success.

29. Will no more than 25 percent of the extramural clinical instruction take place in a specialty dental practice? Yes No

Reference: CCR section 1070.2(d)(6)(A). Approval of Registered Dental Assistant Educational Programs.

(A) No more than 25 percent of extramural clinical instruction shall take place in a specialty dental practice.

30. Do the facilities and class scheduling provide each student with sufficient opportunity, with instructor supervision, to develop minimum competency in all duties that registered dental assistants are authorized to perform? Yes No

Attach as Exhibit 30, a floor plan of the entire facility, identifying the location of the following major areas of instruction: lecture area; laboratory; dental operatories, x-ray exposure area; sterilization area; and x-ray processing area.

Reference: CCR section 1070.2(d)(7). Approval of Registered Dental Assistant Educational Programs.

(7) Facilities and class scheduling shall provide each student with sufficient opportunity, with instructor supervision, to develop minimum competency in all duties that registered dental assistants are authorized to perform. The following requirements are in addition to those contained in Sections 1070 and 1070.1

31. Do the location and number of general use equipment and armamentaria ensure that each student has the access necessary to develop minimum competency in all of the duties for which the program is approved to instruct? Yes No

Attach as Exhibit 31, a list of the types, location, and number of the required equipment and armamentarium referenced in the box below.

Attach as Exhibit 31a, a detailed description on how students will be instructed in CAD machine and patient monitoring.

Reference: CCR section 1070.2(d)(7)(A). Approval of Registered Dental Assistant Educational Programs.

(A) The following are minimum requirements for equipment and armamentaria during laboratory, preclinical, and clinical sessions as appropriate to each type of session: amalgamator, model trimmers in the ratio of one for every seven students, dental rotary equipment in the ratio of one for every three students, vibrators in the ratio of one for every three students, light curing devices in the ratio of one for every operatory, functional typodonts and bench mounts in the ratio of one for every two students, functional orthodontically banded typodonts in the ratio of one for every four students, facebows in the ratio of one for every ten students, automated blood pressure device, EKG machine, pulse oximeters in the ratio of one set for every ten students, capnograph or simulated device, one set of hand instruments in the ratio of one set for every two students for each procedure, respiration device, camera for intraoral use, camera for extraoral use, CAD machine or simulated device, caries detection device in the ratio of one for every ten students, and all other equipment and armamentaria required to teach dental assistant and registered dental assistant duties. With the exception of a CAD machine and patient monitoring equipment specific to EKG machine, pulse oximeter, and capnograph, the program shall own the necessary equipment and have it readily available upon inspection. Patient monitoring equipment owned by the institution and utilized by more than one program within the institution premises is acceptable and may be used by the RDA program as needed for instruction. Instruction by a licensed healthcare provider is acceptable. In the event instruction in patient monitoring procedures and use of the CAD machine is provided by an outside provider, the RDA program shall not be required to have available or own patient monitoring equipment or CAD machine.

Attach as Exhibit 31b, a list of all instruments and there quantity that utilized to instruct general and specialty dentistry.

Reference: CCR section 1070.2(d)(7)(B). Approval of Registered Dental Assistant Educational Programs.

(B) Instruments must be provided to accommodate students' needs in learning to identify, exchange, and prepare procedural trays and assist in procedures as they relate to general and specialty dentistry.

32. Is provision made for reasonable access to current and diverse dental and medical reference texts, current journals, audiovisual materials, and other necessary resources? Library holdings, which may include, in total or in part, access through the Internet, shall include materials relating to all subject areas of the program curriculum. Yes No

Attach as Exhibit 32, the following information for each reference material: name, author, publisher, and publication date. For reference materials accessed by the Internet, provide the subscription and/or website information for the required subject areas.

Reference: CCR section 1070.2(d)(7)(C). Approval of Registered Dental Assistant Educational Programs.

(C) Provision shall be made for reasonable access to current and diverse dental and medical reference texts, current journals, audiovisual materials, and other necessary resources. Library holdings, which may include, in total or in part, access through the Internet, shall include materials relating to all subject areas of the program curriculum.

33. Does the program have a written policy on managing emergency situations, and will it be made available to all students, faculty, and instructional staff? Yes No

Attach as Exhibit 33a, a copy of the policy.

Attach as Exhibit 33b, a description of the location of the eye wash stations and oxygen tank, a list of the contents of the working emergency kit, and a list of the contents of the first aid kit.

Reference: CCR section 1070.2(d)(7)(D). Approval of Registered Dental Assistant Educational Programs.

(D) Emergency materials shall include, at a minimum, an oxygen tank that is readily available and functional. Medical materials for treating patients with life-threatening conditions shall be available for instruction and accessible to the operatories. Facilities that do not treat patients shall maintain a working model of a kit of such emergency materials for instructional purposes.

34. Will the program admit students in phases? Yes No

If Yes, attach as Exhibit 34, the curriculum materials, including methods, materials, and examinations with keys, for all subjects taught in the orientation curriculum, which must include tooth anatomy, tooth numbering, general program guidelines, basic chairside skills, emergency and safety precautions, infection control, and sterilization protocols associated with and required for patient treatment.

Reference: CCR section 1070.2(d)(8)(A). Approval of Registered Dental Assistant Educational Programs.

(A) Programs that admit students in phases, including modular or open-entry programs, shall provide, at minimum, basic instruction in tooth anatomy, tooth numbering, general program guidelines, basic chairside skills, emergency and safety precautions, infection control, and sterilization protocols associated with and required for patient treatment. Such instruction shall occur prior to any other program content and prior to performances or activities involving patients.

35. Will all students be provided with instruction in the infection control regulations and guidelines of the board and Cal-DOSH prior to the student's performance of procedures on patients? Yes No

Reference: CCR section 1070.2(d)(8)(B). Approval of Registered Dental Assistant Educational Programs.

(B) All programs shall provide students with additional instruction in the California Division of Occupational Safety and Health (Cal/OSHA) Regulations (Cal. Code Regs., Title 8, Sections 330-344.85) and the Board's Minimum Standards for Infection Control (Cal. Code Regs., Title 16, Section 1005) prior to the student's performance of procedures on patients.

Reference: CCR section 1070.2(d)(9)(E). Approval of Registered Dental Assistant Educational Programs.

(E) Instruction in infection control that meets all of the requirements of Cal. Code Regs., Title 16, Section 1070.6.

36. Will all students be required to complete a course in basic life support provided by an instructor approved by the American Red Cross or the American Heart Association? Yes No

Reference: CCR section 1070.2(d)(9)(D). Approval of Registered Dental Assistant Educational Programs.

(D) A course in basic life support provided by an instructor approved by the American Red Cross or the American Heart Association, or any other course approved by the Board as equivalent. The program may require that the student complete this course as a prerequisite to program enrollment, or that the student provide evidence of having completed the course from another provider.

Complete the application for Radiation Safety Course attached.

Reference: CCR section 1070.2(d)(9)(A). Approval of Registered Dental Assistant Educational Programs.

(A) Instruction in radiation safety that meets all of the requirements of Cal. Code Regs., Title 16, Sections 1014 and 1014.1.

Complete the application for Coronal Polishing Course attached.

Reference: CCR section 1070.2(d)(9)(B). Approval of Registered Dental Assistant Educational Programs.

(B) Instruction in coronal polishing that meets all of the requirements of Cal. Code Regs., Title 16, Section 1070.4.

Complete the application for Pit and Fissure Sealants Course attached.

Reference: CCR section 1070.2(d)(9)(C). Approval of Registered Dental Assistant Educational Programs.

(C) Instruction in the application of Pit and Fissure Sealants that meets all of the requirements of Cal. Code Regs., Title 16, Section 1070.3.

37. Will instruction include all content described in California Code of Regulations Section 1070.2, governing the approval of RDA Programs? Yes No

Note: The program content for Radiation Safety, Coronal Polishing, and Pit and Fissure Sealant instruction are addressed as separate individual applications.

Attach as Exhibit 37, the following for each program course/module (each course/module should be tabbed with the appropriate course code):

- Detailed program outline including subsections that clearly states curriculum subject matter and specifies instruction hours for each topic in the individual areas of didactic, lab, preclinical, clinical, and externship instruction
- General program objectives

- *Specific objectives in the cognitive and psychomotor domain*
- *Criteria for all psychomotor skills*
- *Minimum number of satisfactory performances for all psychomotor skills*
- *Lesson plans (including information sheets and procedure sheets when applicable)*
- *Process evaluation grade sheets*
- *Product evaluation grade sheets*
- *Practical and clinical examinations*

Written examination examples and keys – To be provided at Site Visit

CCR§ 1070.2. Requirements for Registered Dental Assistant Educational Programs.

The following minimum criteria shall be met for a registered dental assistant educational program to secure and maintain approval by the Board. Additional requirements may be stipulated when deemed necessary by the Board:

- (a) Educational Setting. The program shall be established at the post-secondary educational level, or deemed equivalent thereto by the Board.
- (b) Advisory Committee. Programs shall have an advisory committee consisting of an equal number of registered dental assistants and dentists, including at least two registered dental assistants and two dentists, all currently licensed by the Board. The advisory committee shall meet at least once each academic year with the program director, faculty and appropriate institutional personnel to monitor the ongoing quality and performance of the program. Programs that admit students at different phases shall meet at least twice each year.
- (c) Administration/Faculty. Adequate provision for the supervision and operation of the program shall be made. The program must be staffed by faculty who are well-qualified in curricular subject matter, dental assisting functions, and educational methodology.
- (1) The program director and each faculty member shall possess a valid, active, current license issued by the Board, and shall have a background in and current knowledge of dental assisting and registered dental assisting duties. A registered dental assistant faculty member shall possess certification in coronal polishing and radiation safety, and shall have been licensed as a registered dental assistant for at least four years.
 - (2) Effective two years after the effective date of this regulation, each faculty member shall have received a certificate of completion of an COMDA approved course in teaching methodology of at least 60 hours at a post-secondary institution prior to student instruction.
 - (3) Student contact hour loads must allow the faculty sufficient time for class preparation, student evaluation and counseling, and development of subject content and appropriate evaluation criteria and methods.
 - (4) The program director must have the education, background, and occupational experience necessary to understand and fulfill the program goals. He or she shall have teaching responsibilities which are less than those of a full-time faculty member. He/she shall actively participate in and be responsible for the day-to-day administration of the program including the following:

(A) Providing daily guidance of didactic, laboratory and clinical assignments.

(B) Maintaining for a period of not less than 5 years:

(1) Copies of curricula, course outlines, objectives, and grading criteria.

(2) Copies of faculty credentials, licenses, and certifications.

(3) Individual student records, including those necessary to establish satisfactory completion of all phases of the program, including clinical externship.

(4) Copies of minutes of all advisory committee meetings.

(C) Informing the Board of any changes to the program content, physical facilities, and/or faculty, at least 30 days prior to such change.

(D) Participating in budget preparation and fiscal administration, curriculum development and coordination, determination of teaching assignments, supervision and evaluation of faculty, establishment of mission criteria and procedures, design and operation of program facilities, and selection of extra-mural facilities and coordination of instruction in such facilities.

(E) Holding periodic faculty meetings to provide for subject matter correlation and curriculum evaluation, and to coordinate activities of full-time, part-time, and volunteer faculty.

(5) The owner and/or school administrator shall be responsible for the compliance of the program director with these regulations.

(d) Financial Resources. Sufficient financial resources to support the program and comply with these regulations shall be available. If the program or school requires approval by the California Department of Education and/or the Bureau for Private Post-secondary and Vocational Education, such approval must be obtained prior to application for Board approval by a new program and must be maintained at all times by approved programs. Failure to maintain such approval shall result in the automatic withdrawal of board approval of the program.

(e) The program shall notify the Board, within 30 days after enrollment, of the names, and expected date of graduation of all students enrolled, and shall notify the Board of the names of program graduates within 30 days of graduation.

(f) Length of Program. The program shall be of sufficient duration for the student to develop minimum competence in performing dental assistant and registered dental assistant duties, but shall in no event be less than 720 clock hours.

(g) Evidence of Completion. A certificate, diploma, or other evidence of completion shall be issued to each student who successfully completes the program. A student shall be deemed to have successfully completed the program if the student has met all program requirements and has obtained passing scores on final written and practical examinations on all dental assistant and registered dental assistant duties.

(h) Facilities and Resources. Facilities and class scheduling shall provide each student with sufficient opportunity, with instructor supervision, to develop minimum competency in performing dental assistant and registered dental assistant duties. Such facilities shall include safe, adequate and educationally conducive:

(1) Lecture classrooms. Classroom size and equipment shall accommodate the number of students enrolled. Classrooms shall include: chalkboard or whiteboard, projection equipment, sufficient electrical outlets, adequate lighting and ventilation, and chairs and writing space for each student.

(2) Operatories. Operatories shall be sufficient in number to allow a ratio of at least one operatory for every five students at any one time, and shall be of sufficient size to accommodate an operator, a student, an instructor, and a patient at one time.

(A) Each operatory shall replicate a modern dental office containing functional equipment including: a power-operated chair for treating patients in a supine position; operator and assistant stools; dental units designed for application of current principles of dental assistant and registered dental assistant utilization; air-water syringe; adjustable light; slow-speed and high-speed handpieces; oral evacuation equipment; work surface; view box; hand-washing sink; and all other armamentarium required to instruct dental assistant and registered dental assistant duties.

(B) Each operatory shall contain one training manikin with simulated face and tongue, full dentition, and water retrieval system.

(C) Each operatory must be of sufficient size to accommodate an operator, a student, an instructor, and a patient.

(3) Laboratories. The location and number of general use equipment, such as lathes, model trimmers, and vibrators shall assure that each student has the access necessary to develop minimum competency in performing all dental assistant and registered dental assistant duties. Protective eyewear is required for each piece of equipment.

During laboratory procedures, dental rotary equipment are required in the ratio of at least one for every three students, model trimmers in the ratio of at least one for every seven students, and vibrators in the ratio of at least one for every three students.

(4) Library. Provision shall be made for reasonable access to current and diverse dental/medical reference texts, current journals, audiovisual materials and other necessary resources. Library holdings shall include: nutrition, oral health education, preventive dentistry, dental materials, anesthesia and pain control, oral anatomy, oral histology, oral physiology, oral pathology, morphology, pharmacology, microbiology, chairside assisting, legal/ethical aspects of dentistry, radiology and radiation safety, sterilization/infection control, laboratory procedures, office emergency procedures, general dentistry, and specialty dentistry including, but not limited to, endodontics, oral and maxillofacial surgery, orthodontics, pediatric dentistry, periodontics, and prosthodontics.

(5) Armamentarium

(A) The number and variety of hand instruments shall be sufficient to instruct students in identifying and exchanging instruments, preparing procedural trays, and assisting in the diagnostic, operative and specialty procedures which are a part of general dentistry.

(B) Each student shall possess a pair of safety goggles for their exclusive use.

(C) One permanently preassembled tray for each procedure shall be provided for reference purposes. In addition, at least one set of hand instruments per chairside procedure for every two students shall be available during instruction of clinical, pre-clinical, and laboratory procedures.

(D) There shall be at least one functional typodont and bench mount for every two students, or comparable equipment if approved in advance by the Board. Each typodont shall have full dentition and soft gingivae.

(6) Infection Control. The program shall establish written pre-clinical, clinical, and laboratory protocols to ensure adequate asepsis, infection and hazard control, and disposal of hazardous wastes, which shall comply with the board's regulations and other Federal, State, and local requirements. The program shall provide such protocols to all students, faculty, and appropriate staff to assure compliance with such protocols. Adequate space shall be provided for preparing and sterilizing all armamentarium. All reusable armamentarium shall be sterilized, and a non-reusable items disposed of properly.

(7) Emergency Materials/Basic Life Support.

(A) A written policy on managing emergency situations must be made available to all students, faculty, and staff. Emergency materials shall include, but not be limited to, an oxygen tank which is readily available and functional. Medical materials for treating patients with life-threatening conditions must be available for instruction and accessible to the operatories. Facilities which do not treat patients must maintain a working model of a kit of such emergency materials for instructional purposes.

(B) All students, faculty, and staff involved in the direct provision of patient care must be certified in basic life support procedures, including cardiopulmonary resuscitation. Recertification intervals may not exceed two years. The program must document, monitor, and ensure compliance by such students, faculty, and staff, and keep a record of those who are not required to maintain such certification because they are medically or physically unable to perform such procedures.

(i) Program Content. The organization of the curriculum shall be balanced and flexible, creating opportunities for adjustments to changes in the practice of dentistry and registered dental assisting.

(1) Sufficient time shall be available for all students to obtain laboratory experience to achieve minimum competence in all dental assistant and registered dental assistant duties prior to the performance of procedures on patients.

(2) A detailed course outline shall be provided which clearly states curriculum subject matter and specific instruction hours for each topic in the individual areas of didactic, laboratory, pre-clinical, clinical, and externship instruction.

(3) There shall be no more than 14 students per instructor during laboratory instruction. There shall be no more than 6 students per instructor during pre-clinical and clinical instruction.

(4) Programs that admit students at different phases provide students with an orientation which shall include anatomy, tooth numbering, and universal precautions, including instrument sterilization, and which shall be successfully completed prior to participation in any other phase of the program.

(5) General program objectives and specific instructional unit objectives shall be stated in writing, and shall include theoretical aspects of each subject as well as practical application. The theoretical aspects of the program shall provide the content necessary for students to make judgments regarding the procedures which dental assistants and registered dental assistants are allowed to perform and to anticipate a dentist's needs during procedures performed in the practice of dentistry. The program shall assure that students who successfully complete the program can perform all dental assistant and registered dental assistant duties with minimum competence.

(6) Objective evaluation criteria shall be used for measuring student progress toward attainments of specific course objectives. Students shall be provided with specific unit objectives and the evaluation criteria that will be used for all aspects of the curriculum including written and practical examinations. The program shall establish a standard of performance which states the minimum number of satisfactory performances which are required for each procedure.

(7) Areas of didactic and laboratory demonstration instruction shall include at least the following:

(A) Biomedical -Dental-Medical Emergencies, Basic Life Support, Nutrition and Preventive Dentistry;

(B) Dental Science -Dental Materials, Oral Anatomy and Physiology, Oral Pathology, Pharmacology, Morphology and Microbiology;

(C) Dental Assisting -General and Specialty Dentistry, Chairside Assisting, Legal/Ethical Aspects of Dentistry; Patient Management; Infection Control;

(D) All functions dental assistants and registered dental assistants are allowed to perform by statute or regulation.

(j) Externship Instruction. Students shall, as part of an organized program of instruction, be provided with planned, supervised clinical instruction in performing all dental assistant and registered dental assistant duties.

(1) The program director/coordinator or a dental faculty member shall be responsible for selecting extern clinical sites and evaluating student competence in performing procedures both before and after the clinical assignment.

(2) Objective evaluation criteria shall be used by the program faculty and clinic personnel.

(3) Program faculty shall visit each extramural clinical facility at least once every ten clinical days.

(4) Dentists who intend to provide extramural clinical practices shall be oriented by the program director/coordinator or a dental faculty member prior to the student assignment. Orientation shall include the objectives of the program, the preparation the student has had for the clinical assignment, and a review of procedures and criteria to be used by the dentist in evaluating the student during the assignment.

(5) There shall be a written contract of affiliation with each extramural clinical facility utilized by the program. Such contract shall describe the settings in which the clinical training will be received, affirm that the clinical facility has the necessary equipment and armamentarium appropriate for the procedures to be performed, and affirm that such equipment and armamentarium are in safe operating condition.

(6) The program shall maintain documentation that students completed clinical training in all dental assisting and registered dental assisting functions during the clinical externship phase of the program.

Note: Authority cited: Section 1614, Business and Professions Code. Reference: Section 1753, Business and Professions Code.