



Certificate in Dental Assisting Admissions Information Guide Winter 2022

APPLICATION DEADLINE: November 26, 2021

I. GENERAL INFORMATION

The College of Dentistry at the University of Saskatchewan offers a 10-month Certificate in Dental Assisting. This document provides information for applicants seeking admission for the Winter 2022 intake.

The Dental Assisting program focuses on patient-centered care in support of improving oral health as a key to personal health and wellbeing. As vital members of the dental health team, dental assistants work in private dental clinics, specialists' offices and community health centers. Skills and content covered include clinic operations, chair-side procedures, intra-oral procedures, patient education and interpersonal skills.

The program is divided into two 15-week semesters and one 8-week semester. Students are required to attend classes on the U of S campus for this program. Classroom learning is integrated into a dental clinic setting. The clinical components include patient education, radiographs and selective rubber cup polishing and fluoride application.

NOTE: Admissions requirements are subject to change from year to year. Applicants are encouraged to refer to the Dental Assisting website for the most accurate information:
<https://admissions.usask.ca/dental-assisting.php>

II. ELIGIBILITY REQUIREMENTS

A. Academic Requirements

Completion of the following courses or equivalents with an overall average of **at least 65%**:

- Foundations of Mathematic 30 or Pre-Calculus 30
- English Language Arts A30 and B30 OR English Language Arts A30 and Francais Immersion 30 OR English Language Arts B30 and Francais Immersion 30
- Biology 30,
- Chemistry 30

B. Personal Statement

Please provide a one-page essay (not to exceed 350 words) that will give us a clear picture of who you are and, most importantly, why you want to pursue a career in dental assisting.

C. Interview

All eligible applicants seeking admission are required to interview as part of the selection process. Interviews are granted based on the academic average and personal statement.

D. English Language Proficiency

All applicants must demonstrate English Language Proficiency prior to admission, including students educated in Canada.

The language of instruction at the University of Saskatchewan is English. Applicants whose primary language is not English must present evidence of proficiency in English per the University of Saskatchewan acceptable levels of academic English. Please refer to the following website for the acceptable tests of English language proficiency:

<https://admissions.usask.ca/requirements/english-language-proficiency.php>

E. Criminal Record Check

Self-declaration of an adult criminal record is required of all applicants on the application form. Applicants accepted into the program are required to complete and submit a Criminal Record Check with Vulnerable Sector Screening *after* the date of offer and no later than **March 1**. There are currently some Canadian provinces that will not register a dental assistant to practice if they have a criminal record. Applicants are encouraged to contact the respective provincial Dental Assistant's Association for further information.

F. Immunization Requirements

Successful applicants must comply with the University of Saskatchewan's policy on immunization, which states that all students attending a Health Science College must provide documented proof of immunization. Immunization records for accepted applicants must be received by the date stated in the letter of offer.

III. CATEGORIES OF APPLICANTS

A. Saskatchewan Residents

This application is only open to Saskatchewan residents.

To be eligible as a Saskatchewan resident, applicants must have resided in Saskatchewan for at least FOUR years immediately prior to March 1 of the year admission is being sought. For Winter 2022 intake, applicants must have resided in Saskatchewan since **March 1, 2018**. Applicants who have left the province, but previously lived in Saskatchewan for an accumulated period of 15 years (permanent residency), will be considered residents. Applicants who have previously lived in Saskatchewan for an accumulated period of less than 15 years and who do not qualify under the four-year requirement will receive credit of one year toward the four-year requirement for every four years of residency in the province. **There are NO EXCEPTIONS to the four-year Saskatchewan residency rule.**

In order to support a claim as a resident of Saskatchewan, the following proof and circumstances will be taken into account:

- Date of issue** of your Saskatchewan Health Card¹ **AND** either the date of issue of your Saskatchewan Drivers' License² **OR** Saskatchewan Income Tax Forms confirming taxes paid in Saskatchewan.
- Applicants who have completed four years of full-time study at a Saskatchewan post-secondary institution immediately prior to the year admission is being sought

are considered Saskatchewan residents. Official transcripts must be submitted by the document deadline to support this claim.

- Reasons for any break in continuity of residence, which includes attendance at an out-of-province educational institution, summer employment where applicable and any other reason deemed to be relevant
- Saskatchewan high school transcript (if you are NOT currently registered at the University of Saskatchewan) or
- Resident of the Yukon or Northwest Territories or Nunavut.

¹ If the date of issue of your Saskatchewan Health Card is newer than the original date of issue, a letter from Saskatchewan Health confirming the date of issue is required.

² If the date of issue of your Saskatchewan Drivers' License is newer than the original date of issue, a Drivers Abstract is required.

B. Indigenous Equity Access Program

There is a separate category in which **SEVEN (7)** first-year spaces are reserved for persons of Canadian Indigenous Ancestry. Applicants must meet the minimum admission requirements.

Applicants wishing to apply in this category must identify themselves on the online application form. Applicants must provide proof of Indigenous Ancestry by the document deadline.

Acceptable proofs of ancestry include a certified copy of:

- Indian Status or Treaty Card
- Métis Membership Card
- Nunavut Trust Service Card
- Inuit roll number

The following are unacceptable proofs of ancestry:

- uncertified copies of the above noted cards
- family trees
- letters or notes from relatives
- photographs of grandparents, parents, relatives, etc.

Applicants will be evaluated on all of the above criteria. Admission under the Indigenous equity access category is **NOT** guaranteed.

IV. SELECTION CRITERIA

Selection for admission to the Dental Assisting program is based on the following:

1. **Academic Average (50% overall weighting)**
2. **Personal Statement (30% overall weighting)**
3. **Interview (20% overall weighting)**

V. PRACTICUM REQUIREMENTS

In compliance with the practice agreements with our clinical partners, successful candidates will be requested to provide proof of the following requirements:

- Current Heart and Stroke Foundation Health Care Provider Level (C) CPR
- Updated Immunization Records

- Security Clearance
- Health and Wellness Status

VI. APPLICATION PROCEDURES

1. How to Apply for Admission

The College of Dentistry accepts online applications only. The online application is available **October 15– November 26, 2021**. The online application can be accessed on the following website:

<https://admissions.usask.ca/dental-assisting.php>

1. When accessing the application for the first time, click 'Create account' to set up an account.
2. Once an account has been created, login using the email and password to access the application.
3. Ensure that you meet all of the admission requirements listed.
4. Review the Eligibility Requirements to understand the process and deadlines.
5. Apply to the Dental Assisting program and submit your transcripts.
6. Log into <https://admissions.usask.ca/dental-assisting.php> to check your admission status.
7. Continue to monitor changes to your application status.

A non-refundable application fee in the amount of **\$90 CDN** is required and **MUST** be paid online via credit card at the time the application is submitted. The application fee may be paid by Visa, MasterCard or Discover.

VII. REQUIRED DOCUMENTATION

Please refer directly to specific policies when confirming required documentation.

If you have graduated from a Saskatchewan high school:

Request official final transcripts to be sent directly to the University of Saskatchewan by the Ministry of Education as soon as possible.

If you have graduated from an International or out of province high school:

Arrange to have your final, official transcript of marks sent directly to the University of Saskatchewan via postal mail or courier by the appropriate authority, such as your school, school board or governmental organization.

If you have taken classes in college or university:

Upload a copy of your most recent transcript showing marks for all the classes you've completed and listing classes still in progress. Arrange to have final, official transcript(s) mailed or couriered directly to the University of Saskatchewan by the institution(s) you attended.

*Admissions, College of Dentistry
University of Saskatchewan
105 Wiggins Road
Room 2A50
Saskatoon, SK S7N 5E4*

All of the following must be received **no later than November 26:**

- Completed online application with payment of \$90 CDN application fee

All of the following required documentation must be received **no later than December 10**:

- Official Final High School Transcript from **all** high school and post-secondary institutions attended other than the University of Saskatchewan (including distance education classes).
- Personal Statement
- Proof of Saskatchewan Residency
- If applicable, the following supporting documents:
 - Proof of Aboriginal ancestry
 - Proof of English proficiency

VIII. NOTIFICATION OF APPLICATION STATUS

Applicants will be informed by email, of their application status in February. To accept an offer of admission, applicants must pay a non-refundable deposit of 15% of tuition by the deadline stated in the offer letter. The deposit will be applied towards tuition fees at the time of registration. Applicants who withdraw their admission acceptance after paying the fee forfeit the deposit.

IX. COUNSELLING OF APPLICANTS TO THE CERTIFICATE IN DENTAL ASSISTING PROGRAM

Admissions staff in the College of Dentistry Office of Student Services is available to assist all applicants who seek counsel regarding admission to the Certificate in Dental Assisting program.

X. ADMISSION & APPLICATION STATISTICS

For the 2020-2021 academic year, the mean academic averages of applicants admitted to the program were:

- 83.90%

XI. CERTIFICATE IN DENTAL ASSISTING CURRICULUM

Term 1:

DENA 12 Preventive Procedures 1, DENA 15 Infection Prevention and Control, DENA 16 Restorative Procedures, DENA 17 Dental Emergencies and Records, DENA 20.3 Dental Radiology 1, DENA 11 Clinical Foundations, DENA 37 Oral Anatomy and Histology

Term 2:

DENA 27 Dental Specialties 1, DENA 30 Nutrition, DENA 50 Dental Radiography 2, DENA 52 Prosthodontics, DENA 62 Preventive Procedures 2, DENA 63 Practice Management, DENA 76 Restorative II

Term 3:

DENA 77 Dental Specialties 2, DENA 78 Prosthodontics 2, DENA 79 Preventive Procedures 3, DENA 80 Practicum

XII. ESTIMATED EXPENSES

As a guideline, below are the estimated expenses for students registered for the CDA program. Please note these are estimates only and subject to change from year to year.

Annual Fees	
Tuition	\$14,360
U of S Fees/books	\$2,352
Total	\$16,712

XIII. IMPORTANT DATES

Please refer directly to specific policies when confirming required documentation.

Date	Activity	
October 15	Online application opens	
November 26	Online application closes and application fee due	
December 10	Supporting documents due (where applicable): <ul style="list-style-type: none">• Final High School transcripts• Personal Statement• Proof of Saskatchewan residency• Interim transcript if currently enrolled in post-secondary classes• Proof of Indigenous ancestry• Proof of English proficiency	
	March 1	If offered admission, Criminal Record Check with Vulnerable Sector Screening due and immunization records.

XIV. IMPORTANT NOTES

Final official transcripts sent **DIRECTLY** from **all** high school and post-secondary institutions attended, including distance education courses, are required. All transcripts and other official documents become the property of the University of Saskatchewan and will not be returned.

Applicants seeking admission on the basis of official documents that are in a language other than English must submit notarized copies of their original documents attached to notarized, word for word, English translations.

All correspondence will be via email. Please ensure your email address is current and that your email account will accept email from the University of Saskatchewan (add the @usask.ca domain to your safe list).

Applications are not complete until **ALL** required documents are received. It is the applicant's responsibility to ensure that all required documentation is received. Applicants can check the status of their application online by logging in to their application.

XV. CONTACT INFORMATION

Admissions, College of Dentistry
University of Saskatchewan
Email: cda.admissions@usask.ca