

2017 Dental Assisting Technology Application Requirements

Program is a certificate program, degree program under development.

This is a summer start program.

For priority consideration in the Dental Assisting Technology program, all of the items listed below must be received by the Office of Admissions by February 15. Candidates may submit applications after February 15, but those applications will not be given preference. If the program is not filled, applications will continue to be accepted until the class is filled.

1. **Application for Admission**, available online at www.statetechmo.edu (no application fee).
2. **Education Record*** - Submit all that apply to you:
 - High school students will be given tentative admission based on a sixth or seventh semester transcript. An official eight-semester transcript from an accredited high school must be submitted after high school graduation and be mailed directly from your high school to the Office of Admissions. The final, original transcript must be in a sealed, unopened envelope (not faxed) and should include the date of graduation, final GPA, school seal, and signature of school official.
OR
 - Official passing high school equivalency test (HiSET or GED) score report - Missouri HiSET or GED score reports will be obtained online by the Office of Admissions. Faxed copies are not accepted. High school equivalency graduates outside of Missouri should request that the State Department of Education in the capital city of the state in which they tested send an official copy of their score report to the Office of Admissions.
OR
 - A home-school transcript
OR
 - Transfer Student - Official college transcript(s) with 24 or more semester credits from an accredited higher education institution. If the applicant has earned less than 24 college semester credits, submit both the official college transcript and an official high school transcript or official passing high school equivalency test (HiSET or GED) score report or home-school transcript.

*Applicants who do not have an Education Record should contact the Office of Admissions.

3. **Test Scores:** All applicants must submit ACT, ACCUPLACER, and/or COMPASS test scores. STC is a testing location for the ACT and COMPASS tests. Call 800-743-8324 to schedule the COMPASS test or check www.actstudent.org for ACT test locations, fees, and details for registering for the ACT test. State Tech's ACT test code is 5105.
 - Test scores are used for course placement and program admittance.
 - Test scores may be waived with approved transfer credit.
 - Results from these tests must be less than five years old.

The ACCUPLACER test is offered on the State Technical College of Missouri campus for a nominal fee. To prepare for the test, visit <https://accuplacer.collegeboard.org/students/prepare-for-accuplacer>. Contact the Office of Admissions to schedule a test appointment. Check www.actstudent.org for ACT test locations, fees, and details for registering for the test. State Tech is a testing location and our test code is 5105.

▪ **Certificate Requirements:**

Test	Minimum Algebra Score	Minimum English Score	Minimum Reading Score
ACT	15	18	18
ACCUPLACER	34	92	85
COMPASS	18	70	81

4. A minimum of four hours of documented **Observation Experience** in a general dental office to include a written summary describing the experience. This requirement is waived with prior employment in a dental office.
5. Three (3) **recommendation forms** from individuals not related to the applicant (former supervisor, teacher, counselor etc.) but who are familiar with the applicant's attitude, dependability, honesty, and work ethic needs to be check marked and include signature of individual. Section to be completed by applicant needs to be marked and signed.
6. **Hand-Written Essay** indicating the applicant's reason for choosing a career in dental assisting, previous healthcare experience, and other pertinent information submitted on the Dental Assisting Technology essay form.
7. **Wonderlic Scholastic Level Exam** - contact the State Tech Testing Center (573.897.5130 or 1.800.734.8324 ext. 5130) to schedule your testing appointment. A minimum score of 18 is required. This test can be retaken once during an admission cycle if a passing score is not achieved on the first attempt. Cost is \$10.00 per test.

Reminder: Apply for scholarships - details at www.statetechmo.edu/scholarship-guidelines/ - Application Deadlines Vary!

Note: Applicants may be contacted for an **interview** with Dental Assisting Technology program faculty members.

Mail to: State Technical College of Missouri-Office of Admissions
One Technology Drive
Linn, MO 65051

Fax: 573-897-5026
Phone: 573-897-5000 or 1-800-743-8324
Email: admissions@statetechmo.edu

Note: Completing all application requirements does not guarantee admission into a program.