



<http://www.lcctc.edu>

Dental Assisting

CIP 51.0601

Instructor: Mrs. Kelsie Hess

Email: khess@lcctc.edu

QUESTIONS?

Contact the School Counselors:

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Every Learner, Every Day, Career-Ready in Every Way!

Lebanon County Career and Technology Center

Mission Statement

The Mission of Lebanon County Career and Technology Center is to provide all students with quality career and technical education that prepares students for high skill, innovative, and in demand occupations to be career ready in a global economy.

Our Vision

The Vision of the Lebanon County Career and Technology Center is to lead the transformation and expansion of career and technical pathways, continuously improving and diversifying educational offerings, bridging the gap between evolving industries and skilled talent.

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Dental Assisting

Program Description:

The Dental Assistant program integrates lectures, demonstrations, and hands-on experiences to teach students a variety of dental-related subjects. The major areas of study include anatomy and physiology, chair-side dental assisting, radiology, dental materials, and microbiology/sterilization. During the program, students participate in clinical rotations in private dental offices and clinics. Experience gained in the Dental Assistant Program prepares students to take the Radiation Health and Safety Certification Exam, the Infection Control Exam, have a steppingstone to college, and are prepared for a job after they graduate.

Clinical Rotation Expectations (Senior Year)

Students are responsible for securing their own clinical rotation placements. To be eligible for placement, students must maintain a minimum grade of **70% or higher and have no more than 10 unexcused absences** in the Dental Assisting Program. While on clinical rotation, students are required to remain in regular communication with the instructor and must follow all guidelines, expectations, and policies established by the participating dental office. Attendance is crucial, and it is important to respect the time of the dentist and staff.

Two Year Half-Day Program

(HALF-DAY, 8:00 A.M. – 10:25 A.M. – YEAR ONE) ----- (36 WEEKS, 3 CREDITS)

(HALF-DAY, 11:25 A.M. – 2:00 P.M. – YEAR TWO) ----- (36 WEEKS, 3 CREDITS)

Program Costs:

Students are required to purchase the following: Estimated total cost \$350

- Uniforms: It is recommended that each student order three pairs of uniform pants and at least one warm-up jacket and two to three scrub tops. Also needed is a pair of sneakers, professional clinic shoes or a pair of uniform crocs without holes for

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safety. These may be purchased at any uniform/shoe store, and the crocs may be any color; the crocs should not have holes on top of the shoe.

<https://majorleague.ink/store/lcctc/index.php?cat=Dental%20Assisting>

- Dentistry is a high-risk field. Therefore, it is highly recommended that every student have hepatitis immunizations. (You may have already had this immunization). If not, the series of injections will cost approximately \$140. A tetanus update is also required, and both are normally covered by private family medical insurance or the medical card. These injections should be started before school begins. As this immunization is highly recommended but not mandatory, we feel it is necessary to advise you that without it the students will only be permitted to be passive viewers versus active participant when they go out on clinical rotations to private dental offices later in the year. This is for the protection of the students.
- Dental Assisting students are required to have a dental exam prior to the beginning of school. If you have had an exam within the last four months just have the dentist fill it out and sign your dental form with the information requested.
- Dental Typodont Model Teaching Study Compatible with Kilgore Nissin 32 Removable Teeth and Simulation Cheek (Amazon \$49.99) <https://a.co/d/04bO8KcZ>
- Safety Glasses
- PA State Police Criminal Record Check <https://epatch.pa.gov/home>
- PA Child Abuse History Clearance <https://www.compass.dhs.pa.gov/cwis>

Job Titles – Career Pathways (Find online at <http://www.onetonline.org>) :

- 31-9091.00 [Dental Assistants](#)
- 29-1292.00 [Dental Hygienists](#)
- 51-9081.00 [Dental Laboratory Technicians](#)

CTC Knowledge Transfers to College Credits at:

HARRISBURG AREA COMMUNITY COLLEGE

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Certifications Available

NOCTI

National Occupational Competency Testing Institute (NOCTI) provides industry-based credentials and partner industry certifications for students enrolled in career and technical education programs.

PDE and Local Credentials and Certifications

- Preparation for The Radiation Health and Safety Certification Exam
- Preparation for The Infection Control Exam
- Stop the Bleed
- OSHA General Industry Safety and Health
- CPR
- Recognizing and Reporting Child Abuse: Mandated and Permissive Reporting in Pennsylvania

About Your Instructor

Instructor Name: Mrs. Kelsie Hess
Hire Year: 2025
Email Address: khess@lcctc.edu

Biography

Mrs. Hess is a dedicated Expanded Functions Dental Assistant with over 14 years of chairside experience. She began her dental career after graduating from YTI Career Institute's Dental Assisting program in 2010 and continued her education by completing the Expanded Functions Dental Assisting program in 2012.

She lives with her husband and two children, where they enjoy spending time at their family cabin, camping, gardening, and working on home improvement projects. Mrs. Hess brings real-world experience, passion, and a hands-on approach to the classroom, helping students connect their learning to practical skills in the dental field.

Education

YTI Career Institute 2010 Dental Assisting

YTI Career Institute 2012 Expanded Functions Dental Assistant

Certifications and Awards

Expanded Functions Dental Assistant

YTI Career Institute Student Ambassador (Dental Assisting Program)

Academic Honors (Dental Assisting Program)

National Honor Society member of ALPHA BETA KAPPA (Dental Assisting Program)

Academic Honors (Expanded Function Dental Assisting Program)

Dental Assisting Behavior and Safety Procedures

1. You must observe the office safety policies in place within the classroom.
2. Students will complete the safety program leading to certification.

In case of an injury, regardless of severity, it must be reported to the instructor:

- Always wear gloves, masks, safety glasses, and lab coats during hands-on activities.
- PPE must be worn correctly and changed between tasks or patients.
- Tie back long hair and avoid loose clothing or accessories.
- Operate dental tools and equipment only after receiving instructions.
- Report any broken or malfunctioning equipment immediately.
- Keep cords and tools organized to prevent tripping or injury
- Handle needles, scalers, and other sharp instruments with care.
- Dispose of sharps in approved sharps containers only.
- Never recap the needles or leave sharps unattended.

Dental Assisting Tools & Equipment (major focus tools/equipment)

A dental assisting classroom is designed to simulate a real dental office environment, allowing students to learn and practice essential clinical and administrative skills safely and effectively. The tools and equipment used support hands-on training in patient care, infection control, radiography, and dental procedures.

1. **Clinical Instruments**

These include basic hand tools such as mirrors, explorers, and cotton pliers used for examination and assisting during procedures.

2. **Preventive Care Tools**

Items like prophylaxis angles, fluoride trays, and sealant applicators help students learn techniques for cleaning teeth and applying protective treatments.

3. **Sterilization & Infection Control Equipment**

Autoclaves, ultrasonic cleaners, and disinfectants are used to teach proper sterilization and hygiene protocols essential for patient safety.

4. Laboratory Equipment

Tools such as model trimmers, vacuum formers, and impression trays allow students to create dental models and custom appliances.

5. Radiographic Tools

X-ray units and lead aprons are used to train students in taking and analyzing dental radiographs safely and accurately.

6. Operatory Setup

Dental chairs, assistant stools, instrument trays, and suction devices replicate the layout of a dental operatory, helping students practice positioning and assisting techniques.

7. Educational Aids

Typodonts, charts, and digital resources are used for demonstration and practice of procedures in a controlled setting.

8. Safety & Emergency Supplies

First aid kits, fire extinguishers, PPE (gloves, masks, eyewear), and emergency exit maps ensure a safe learning environment.

Grading Scale

The LCCTC grading system incorporates three components: competencies (skill— 33.3%), career skills (work ethic— 33.3%), and theory (knowledge—33.3%). Each academic class implements a performance evaluation/student grading system that incorporates career skills (work ethic), and theory (knowledge). Each component is weighted equally.

Please refer to the Student Handbook, available on the school website at <http://www.lcctc.edu> for a complete list of grading components.

Progress Reports

Students will receive a “Progress Report” each mid-quarter through the mail for any student with a 70% or less, and a “Report Card” will be given to each student at the end of each quarter. It is the student's responsibility to share this information with their parents/guardians. Both reports will utilize student performance data obtained from competencies, career skills, and theory grades.

Please Note: 40% is the minimum grade for the first 3 marking periods. However, students with excessive absences may be assigned an earned grade with administrative approval. There is no minimum grade for the 4th marking period.