Toronto College
of Dental Hygiene and Auxiliaries



Become an

INTRA ORAL DENTAL ASSISTANT Level I and II

in just **10 MONTHS!**

- Morning Classes from 9AM-2PM
- Evening Classes from 5:30PM-10:30PM
- Classes Monday-Thursday
- Monthly Tuition Payments
- State of the Art Facility
- Small Class Sizes

FINANCIAL ASSISTANCE may be available for those who qualify!

CALL TODAY

Tel. 416-423-3099 Toll Free 1-866-923-3099

www.toronto-college-dental.org

Toronto College of Dental Hygiene and Auxiliaries Inc.

Dear Applicant,

Thank you for your interest in Toronto College of Dental Hygiene and Auxiliaries Inc.

The information regarding our Intra Oral Dental Assisting Level I and Level II program is attached. Please reach out to our Admissions Department to info@toronto-college-dental.org or call 416-423-3099 to receive the Application.

Currently there is a promotion where the entrance exam is FREE!

At the Toronto College of Dental Hygiene and Auxiliaries Inc., our goal is to put your needs and your career success first.

Whether you are applying from within the city, the province, Canada or internationally, our friendly admission staff will assist and guide you throughout the entire admission process.

We look forward to speaking with you in the near future about attending the Toronto College of Dental Hygiene and Auxiliaries Inc.

If you require further information or assistance, please visit our webpage at http://www.toronto-college-dental.org or to speak with us directly, please contact us at (416) 423-3099 or toll free at 1-866-923-3099.

Sincerely,

The Admissions Department
Toronto College of Dental Hygiene and Auxiliaries Inc.

College Information

The Toronto College of Dental Hygiene and Auxiliaries Inc. is located at 2727 Steeles Ave West, Toronto. TCDHA features a state-of-the-art dental clinic, equipped with modern dental operatories and X-ray machines to support clinical education and patient care. The clinic also includes dedicated support areas, such as a reprocessing room and dispensary. There is a panoramic intra oral and extra oral imaging unit to support additional radiographic services and learning opportunities. The facility has classrooms, a pre-clinic lab, a computer lab, and a spacious student lounge area.

Regulatory Approvals

Toronto College of Dental Hygiene and Auxiliaries Inc. is registered as a Career College under the Ontario Career Colleges Act, 2005.

The Intra Oral Dental Assisting Level I and II Program is approved as a vocational program under the Ontario Career Colleges Act, 2005.

Program Information

The Intra Oral Dental Assisting Level I and II Program is offered as a hybrid 10-month (20 hours per week) program which means all theory can be taken from the comfort of your home and all clinical, laboratory, and radiology lab components will be completed on site. It is designed to allow the individual to continue to work and learn at the same time. All concepts taught in the classroom are demonstrated and practiced in the clinical setting on mannequins, student partners, and clients.

The Intra Oral Dental Assisting Level I and II Program will teach students how to prepare patients for treatment and assist dentists during procedures. They will learn how to educate patients on the importance of proper oral healthcare and various treatment options. Aside from the many hands-on aspects, the program will also teach students how to schedule appointments, maintain patient records, and other administrative duties.

Our program is recognized by the National Dental Assisting Examination Board (NDAEB) and graduates who successfully complete the program will be eligible to write the National Level II Certification exam.

Intra Oral Dental Assisting Level I and II Application & Pre-Admission Exam

Please reach out to the Admissions Department to schedule the Pre-admission Exam. Our dedicated Admissions team will assist you with the application process and provide you access to our portal EduLink to complete your application form.

Testing dates are subject to availability. Please contact the Admissions Department to find out the soonest date.

Hours of operation are as follows:

Monday to Friday: 7:00AM to 8:00PM
Saturday: 7:00AM to 4:00PM

Please call us today to schedule your pre-admissions exam at 416-423-3099 or toll free at 1-866-923-3099.

Directions to TCDHA-2727 Steeles Ave West, Toronto ON M3J 3G9

Directions from Highway 401:

1. Exit Highway 401 at Keele Street
2. Travel north on Keele Street for about 6 km
3. Turn right onto Steeles Ave West
4. Continue about 500 m to 2727 Steeles Ave West

Directions from Highway 400:

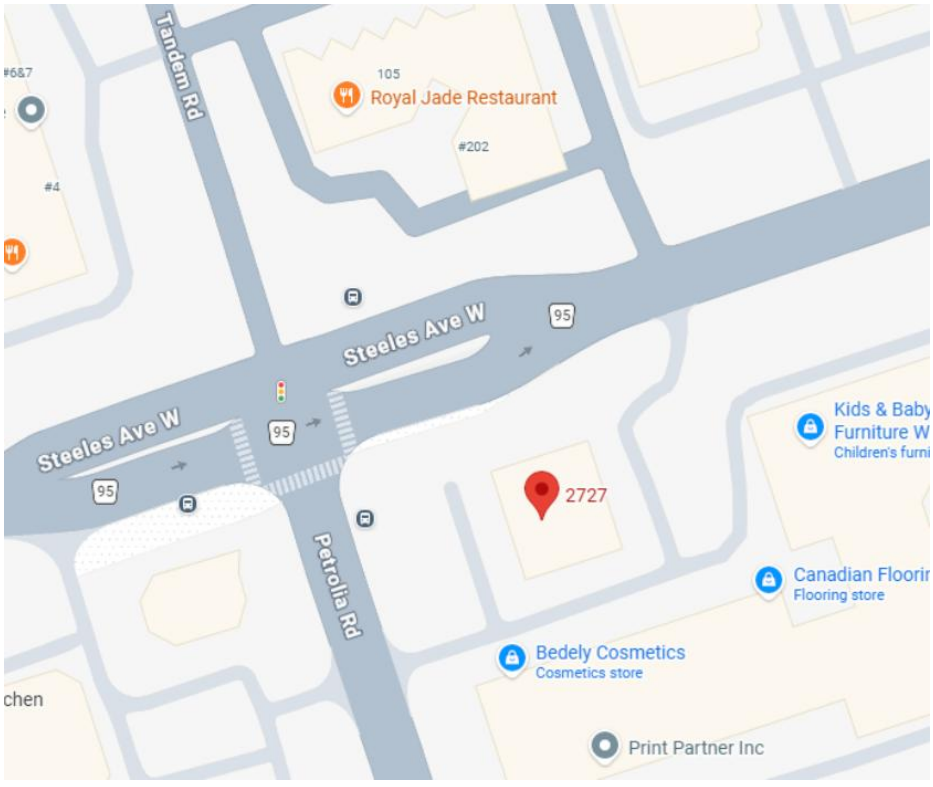
1. Exit at Steeles Ave West
2. Travel east on Steeles Ave West
3. Continue to 2727 Steeles Ave West, just west of Keele Street

Public Transit from Finch Station:

1. At Finch Station, take TTC Bus 60 Steeles West westbound
2. Exit at Tandem Road and walk a short distance to 2727 Steeles Ave West

Public Transit from Pioneer Village Station:

1. From Pioneer Village Station, take TTC Bus 60 Steeles West eastbound
2. Exit at Petrolia Road and walk a short distance to 2727 Steeles Ave West



We encourage all applicants who are interested in the Intra Oral Dental Assisting Level I and II Program at TCDHA to please read the comprehensive admission information within this package. Applicants that have specific questions or would like additional information regarding the Intra Oral Dental Assisting Level I and II program should call the admissions department at 416-423-3099 or 1-866-923-3099 (toll free in North America).

Entrance Requirements

Applicants educated in Ontario must have completed a high school diploma equivalent to the following mandatory admission requirements.

Applicants from other provinces in Canada must have all the same requirements or equivalent in their respective provinces.

Students must submit an **Ontario Secondary School Diploma** (OSSD) or **Equivalent** as per the list below:

a. A secondary school graduation transcript/diploma from a Canadian province, territory or from the United States.
b. A Canadian Adult Education Credential (CAEC) or General Education Development (GED) certificate issued by a Canadian province, territory or from the United States.
c. A transcript, diploma or certificate from another country, assessed at an Ontario OSSD level by a recognized assessment service. Qualified academic credential assessment can be submitted as an alternative for those who have taken their education outside of Canada.
d. A certificate of completion for an academic upgrading program from any Canadian jurisdiction that is accepted by an Ontario College of Applied Arts and Technology for entry in an Ontario postsecondary program (for example, the Ontario Basic Skills Level IV, Basic Training and Skills Development Level IV, or the Academic Career Entrance Certificate).
e. A Canadian or U.S. postsecondary diploma or degree
f. A non-Canadian postsecondary diploma or degree that has been assessed as equivalent to a Canadian postsecondary diploma or degree by a recognized assessment service.
g. A certificate of Apprenticeship or Certificate of Qualification in any trade from any Canadian jurisdiction.

h. If a student was ever accepted into a postsecondary institution and can provide the acceptance letter.
i. If a student started a postsecondary diploma or degree and can provide the in-progress or incomplete transcript.
j. A certificate or diploma from a Career College (OCC).

The candidate must ensure that their Ontario Secondary School Diploma or equivalent transcript is provided to TCDHA.

The applicant should also submit any and/or all of the following documents if applicable:

- Post-secondary education
- Evidence in the field

Mature Students

Applicants that are applying as a Mature Student who are over the age of 18 years of age and lack a high school diploma or equivalent (as discussed above) may apply under Mature Student status. A Mature Student must successfully pass the Ministry of Colleges, Universities, Research Excellence and Security (MCURES) Superintendents approved qualifying test, which is called the Wonderlic Scholastic Level Exam. This is the test that has been approved by the MCURES at Toronto College of Dental Hygiene and Auxiliaries Inc.

Valid ID must be provided by the applicant to prove the age requirement.

The mandatory pre-admission test, interview and entry requirements apply to all applicants.

Applicants Educated Outside of Canada or USA

Applicants who have graduated from high school and/or a post-secondary institution in a foreign country are required to have their education evaluated by the qualified academic credential assessment service (WES, ICAS, IQAS etc.)

All applicable fees associated with the qualified academic credential assessment services are the responsibility of the applicant. Applicants must arrange to have copies of the document s delivered to TCDHA by the required deadlines.

If the foreign applicant cannot provide a copy of these document s then they may choose to apply as a Mature Student.

Indigenous Applicant Eligibility

TCDHA is dedicated to creating an inclusive learning environment that lifts and honours the Indigenous worldview and ways of knowing to support First Nations, Metis, and Inuit students who choose to study here.

For this reason, and to continue to improve our support of Indigenous students as they strive to reach their educational goals and dreams, we invite you to identify if you are of Indigenous ancestry within the meaning of the Canadian Constitutional Act of 1982.

Self-identifying Indigenous ancestry on your application for admission will allow us to stay connected throughout your college career and provide information on topics such as Indigenous student scholarships, bursaries and more.

Applicants applying must meet the following requirements:

- Provide documentation of Indigenous heritage (First Nations, Métis, or Inuit). This could include but is not limited to, Indian or Métis status cards, official Inuit identification, official letters from Aboriginal organizations, or a combination of proof.
- Complete the application process and the admissions test.
- Complete the prerequisites required to be eligible for admission into the program.

TCDHA reserves 2 seats per intake to students who fall under the category Indigenous students (First Nations, Inuit, Métis).

International Applicants

TCDHA accepts international students if they meet all the entry requirements. TCDHA is designated by the International Student Program (ISP) as a Designated Learning Institution with Immigration, Refugees, and Citizenship Canada (IRCC). International applicants must also complete the IELTS Academic test (www.ieltscanada.ca) with a minimum overall score of 6.0 with no individual band below 6.0.

Successfully completing the Intra Oral Dental Assisting Level I and Level II program at TCDHA does not guarantee the ability to work and/or to live in Canada. Please see the Immigration, Refugees, and Citizenship Canada (IRCC) website for information on studying, working and living in Canada.

TCDHA reserves 2 seats per intake to students who fall under the International Students category.

English Proficiency

English is the language in which the Intra Oral Dental Assisting Level I and II Program is taught at the Toronto College of Dental Hygiene and Auxiliaries Inc. TCDHA does not teach English as a second language to the students.

Prior Learning Assessment

Applicants of the Intra Oral Dental Assisting Level I and II Program with a dental background or other related courses will not be granted advanced standings or exemptions for courses taken elsewhere.

All courses must be taken and completed successfully in order to graduate from the program offered at TCDHA.

Recommended Personal Admission Requirements

- Good vision and visual perception with or without corrective lenses.
- Manual dexterity that allows manipulation of small instruments with repetitive motions.
- Good interpersonal communications skills.
- Confidence speaking in front of individuals and/or groups.
- Problem solving and critical thinking skills.
- Emotional maturity with an internal value of helping and caring for others.
- Ability to co-operate with others.
- Ability to handle responsibility.
- Self-motivation.
- Good organizational skills and time management skills.
- Attention to detail.

Mandatory Pre-admission Exam

In addition, all applicants that meet the minimum admission requirements will be required to write the mandatory Intra Oral Dental Assisting Level I and Level II pre-admission exam.

Applicants are able to book the pre-admission exam online with the Admissions Coordinators or through our online scheduler after they submit the application form.

The Admissions coordinator will add the applicant to our online portal EduLink. This will send the applicant a link to complete their online forms. Once the applicant completes the Online Pre-Admission exam forms they are welcome to book the pre-admission exam directly through the scheduler, or speak with their Admissions coordinator to book it.

The applicant is then able to complete the pre-admission exam through Microsoft TEAMS fully monitored by the Admission Coordinators.

There is no fee associated with the mandatory Intra Oral Dental Assisting Level I and Level II pre-admission exam.

Applicants are required to provide photo identification for viewing by the Admission Coordinator.

The pre-admission exam consists of the following:

- English Questions (Including Vocabulary, Grammar, Reading Comprehension)
- Biology Questions
- Written Component

In order to be successful on the pre-admission exam the applicant must achieve a score of 60% or above.

Applicants Located Outside the City, Province or Country

Applicants that are located a far distance from the College or are from out of province/country do not need to physically attend the Intra Oral Dental Assisting Level I and II Program pre-admission exam at TCDHA. The applicant may use a qualified testing center that will supervise their pre-admission exam.
Please call TCDHA admission staff for more information at 416-423-3099 or toll free 1-866-923-3099. Also, please feel free to e-mail questions to info@toronto-college-dental.org.

There is no fee associated with the mandatory Intra Oral Dental Assisting Level I and II Program pre-admission exam.

Mandatory Pre-admission Interview

The pre-admission interview is designed to allow the applicant to demonstrate their personal qualities. Students will be evaluated on their knowledge of the profession and their communication and critical thinking skills. Applicants will be evaluated according to their responses and to the overall impression made during the interview.

Selection Process

Applicants who achieve above 60% on the pre-admission exam and who achieve 60% or above during the pre-admission interview are considered to have met the minimum requirement level for entry to the Intra Oral Dental Assisting Level I and II Program.

Other considerations in the selection process may include:

1. Post-secondary education
2. Dental Industry experience

Any applicant who has met the minimum requirement level will be considered a qualified applicant.

Unsuccessful Applicants

Unsuccessful applicants will be informed of their status in person, by e-mail or by telephone.

Conditional Acceptance Status

A qualified applicant will be offered "conditional acceptance" into the program. There are documents and payment requirements that must be met prior to the qualified applicant being offered full acceptance into the program.

Once the applicant is offered "Conditional Acceptance" they will be given a set period of time to respond to the College if they wish to accept the offer.

Once the candidate has accepted the "Conditional Acceptance" offer they will be sent requirements and documents that need to be read, signed and return within a specified period of time.

In addition, the qualified applicant must provide evidence of their status in Canada by providing a copy of one of the following documents:

- Canadian Passport;
- Canadian Citizenship Card;
- Canadian Birth Certificate;
- Documentation of Permanent Residence Status;
- Documents of Landed Immigration Status; or
- Documentation of Study Visa*

  **Study Visa must be valid in Canada – for the duration of the program*

Additional documents that must be submitted prior to the start of the program are as follows:

- Proof of current Cardio-Pulmonary Resuscitation (CPR) LEVEL C Certificate
- Immunization Form completed (form provided by TCDHA)
- Criminal Record Check (CPIC) and Vulnerable Sector Screening (VSS)*

  **Applicants that live in Toronto must request our school code to apply*
- Infection Prevention and Control (IPAC) modules
- WHIMIS Certificate

Note:
Any fees associated with completing these documents are the responsibility of the applicant.

Full Acceptance Status

Full acceptance status into the Intra Oral Dental Assisting Level I and II Program at the Toronto College of Dental Hygiene and Auxiliaries Inc. is granted once the qualified applicant has signed the Student Enrolment Contract and completed all the entrance requirements stated in the "Conditional Acceptance" offer. This includes any required payments prior to the commencement of the program.

Waiting List

A waiting list of qualified applicants will be established any time that the number of qualified applicants exceeds the program's capacity.

These qualified applicants will receive an e-mail or telephone call informing them that they have been placed on the program wait list.

Qualified applicants that are still on the wait list once the available spaces have been filled and the selection process is complete, would receive an e-mail indicating that they will not be admitted to the program. Qualified applicants would be permitted to have their application forwarded to the next available intake.

Closing of Program

Entry into the program will be deemed closed when all the available seats are filled. Qualified applicants on the wait list will be notified that the program is full.

Career Opportunities

Dental Assisting is a dynamic and challenging health care profession which allows for a wide range of opportunities. Dental Assisting is desirable due to its flexible hours. There are options for part-time or full-time career opportunities. TCDHA does not guarantee employment for any student who successfully completes the Intra Oral Dental Assisting Level I and II Program.

Toronto College of Dental Hygiene and Auxiliaries Inc.

Program Fees

The Toronto College of Dental Hygiene and Auxiliaries Inc. is currently running a promotion for the Intra Oral Dental Assisting Level I and II Program.

	Current Fees
Tuition:	$18,490.00
Additional Fees:	
Books:	$1,600.00
Uniforms:	$185.00
Equipment Rental Fee:	$ 850.00
Expendable Materials:	$1,460.00
Insurance:	$ 250.00
Total Cost for the Program:	**$22,835.00**
International Student Fee	$5,000.00 (if applicable)

TCDHA accepts monthly payments to assist students with their finances.

Toronto College of Dental Hygiene and Auxiliaries

COMMON QUESTIONS AND ANSWERS

Is the Intra Oral Dental Assisting Level I and II Program registered with the Ministry of Colleges, Universities, Research Excellence and Security (MCURES)?

The Intra Oral Dental Assisting Level I and II Program is registered and approved as a vocational program under the Ontario Career Colleges Act, 2005.

Do students receive a certificate or a diploma once they complete the program at the TCDHA?

Upon successful completion of the Intra Oral Dental Assisting Level I and II Program offered at the TCDHA, the student will receive an official diploma.

How long is the Intra Oral Dental Assisting Level I and II Program at TCDHA?

The Intra Oral Dental Assisting Level I and II Program offered at TCDHA is 41 weeks or approximately 10 months in duration. Students are able to complete the program in approximately 10 months because TCDHA does not take extended summer vacations or holiday breaks.

Students that attend TCDHA appreciate the fact that they are able to finish the program in a shorter period of time. This allows the graduate the opportunity to seek employment sooner.

What is the cost of the program offered at the TCDHA?

The program tuition fee is $18,490.00.

Additional fees will apply to cover the cost of textbooks, instruments, uniforms, insurance, technology and clinical fees.

Are there any hidden fees that we should be aware of at the TCDHA?

NO! There are no hidden fees. TCDHA believes that the student should know what their financial situation is well in advance so that they can prepare themselves for the financial commitment of the Intra Oral Dental Assisting Level I and II Program.

Does TCDHA have payment options?

Yes! TCDHA accepts monthly payments as an option to assist students with their finances during the program.

Does TCDHA accept student loans?

Yes! Students may be eligible to access provincial and territorial student financial assistance programs, subject to their province or territory's eligibility requirements and approval policies.

Students enrolled in the Intra Oral Dental Assisting Level I and II Program may be eligible for financial aid granted under the Ontario Students Assistance Program (OSAP). Financial assistance may be available for those who qualify. The OSAP website is located at: https://osap.gov.on.ca/OSAPPortal

The National Student Loans Service Centre address is as follows:
P.O. Box 4030, Mississauga, Ontario L5A 4M4

Please visit the OSAP website to get an estimate and see if you may be eligible.

When on the OSAP estimate website, students will notice that TCDHA is not in the drop-down list of schools. If students click the section indicating that TCDHA is not on the list, a box will appear. Typing in "Toronto Coll" will connect students to programs offered at TCDHA.

What funding sources can students use to pay their tuition at TCDHA?

The Better Jobs Ontario Program is another payment option.

Band Support Funding and Indigenous education funding programs may be available to eligible students.

Does TCDHA assist students with bank loans or line of credit applications?

Yes! There are financial institutions that will assist students with student loans and student lines of credit. Most financial institutions will require a co-signer when applying for a student loan or line of credit.

TCDHA Admissions Coordinators assist applicants with all of the financial options that are available. They can be reached at 416-423-3099 or toll free at 1-866-923-3099.

Is there a fee associated with the admission testing and interview?

No! Currently there are no fees associated with the admission test and interview.

Sample questions are available by contacting the Admissions Department at info@toronto-college-dental.org or 416-423-3099 or toll free 1-866-923-3099.

Does the Intra Oral Dental Assisting Level I and II Program accept out of province students?

Yes! TCDHA accepts students from all across Canada. TCDHA understands that there is a lot of planning involved with attending the Intra Oral Dental Assisting Level I and II Program away from home. The admission staff will assist the applicant throughout the entire process until arrival at TCDHA.

Does the Intra Oral Dental Assisting Level I and II Program accept International students?

Yes! TCDHA accepts international students if they meet all the entry requirements. Toronto College of Dental Hygiene and Auxiliaries Inc. is designated with the International Student Program (ISP) as a Designated Learning Institution with Immigration, Refugee and Citizenship Canada (IRCC).

Successfully completing the Intra Oral Dental Assisting Level I and II Program at the Toronto College of Dental Hygiene and Auxiliaries Inc. does not guarantee the ability to work and/or to live in Canada.

Please see the Immigration, Refugee and Citizenship Canada (IRCC) website for information on working and living in Canada.

Study visas must be valid in Canada for the duration of the study period.

How many students are accepted into the Intra Oral Dental Assisting Level I and II Program?

Up to 78 students are accepted into the Intra Oral Dental Assisting Level I and II Program at TCDHA.

How many dental chairs does TCDHA have?

TCDHA has 25 fully operational dental chairs. The clinical area also includes 10 digital radiography rooms and an extra-oral digital panoramic x-ray machine.

The dental clinic is 100% paperless using all the latest technology that a modern dental office would use. This includes digital photography, digital x-rays, a digital Panoramic x-ray machine, Coudent EDU software, signature pads and fingerprint scanners. Each dental chair is equipped with its own computer.

Does TCDHA provide employment assistance?

Yes! TCDHA aids with job placement in the following ways:

- TCDHA maintains alumni information and notifies former graduates of potential job opportunities through e-mail.
- TCDHA instructs students in resume writing, interview techniques, soft skills, and job preparations skills.
- TCDHA allows students to utilize the facilities to contact potential employers and print resumes.
- TCDHA may provide a letter of reference for graduates.

TCDHA does not guarantee employment for any student who successfully completes the Intra Oral Dental Assisting Level I and II Program.

Additional Information

Currently TCDHA is offering FREE Pre-admission exam to applicants that apply to the Intra Oral Dental Assisting Level I and II Program.

Please visit the TCDHA website at www.toronto-college-dental.org or call at 416-423-3099 or 1-866-923-3099 (toll free) to speak to an Admissions Coordinator.

It is recommended, if possible, to schedule an individual tour and pre-admission exam date. This can be done by contacting a TCDHA Admissions Coordinator.