



Toronto College[™]

of Dental Hygiene and Auxiliaries^{Inc.}

Become a

LEVEL 1 DENTAL ASSISTANT AND DENTAL OFFICE ADMINISTRATOR

in just **33 weeks!**



- ✓ 33-week program
- ✓ Monthly Payments
- ✓ Hybrid Learning
- ✓ Classroom and Clinical Training
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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 Dental Assisting Level I and Dental Office Administration Program is attached. Please reach out to our Admissions Department to info@toronto-college-dental.org or call us 416-423-3099 to receive the Application.

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 (TCDHA) is owned and operated by a former dental hygienist, Ms. Lidia Di Nicolo, and a licensed dentist, Dr. Boris Pulec, in Ontario.

The Dental Assisting Level I and Dental Office Administration Program will provide students with the skills needed to succeed in their role as a Level I Dental Assistant and/or Dental Office Administrator. Students will gain knowledge in pharmacology, Dental Materials, Clinic (Theory and Practice), Dental Radiography, Head and Neck Anatomy, dental software skills, appointment scheduling, records management; including financial records, and dental insurance. Students will also receive the learning tools to improve their communication skills, increase their time management skills, and operate the Front Desk area of the dental office.

The Toronto College of Dental Hygiene and Auxiliaries Inc. is located at 28 Vanley Crescent, North York, M3J 2B8. The campus has 121 dental chairs, 18 of which include digital radiography rooms, and 3 extra oral digital panoramic machines. There is also one large classroom, a computer lab, a dental materials lab, locker area and lunch area.

The Dental Assisting Level I and Dental Office Administration Program is 33 weeks long.

Classes are held on Friday evening from 4:00PM to 8:00PM

Saturday from 8:00AM to 5:00PM

Sunday from 8:00AM to 5:00PM

History of the Toronto College of Dental Hygiene and Auxiliaries Inc.

The Toronto College of Dental Hygiene and Auxiliaries Inc. (TCDHA) was founded by and is still operated by a licensed dentist and a registered dental hygienist in Ontario.

TCDHA is approved under the Ontario Career Colleges Act, 2005 and registered under the Ontario Career Colleges Act, 2005.

DIRECTIONS

Directions from Highway 401:

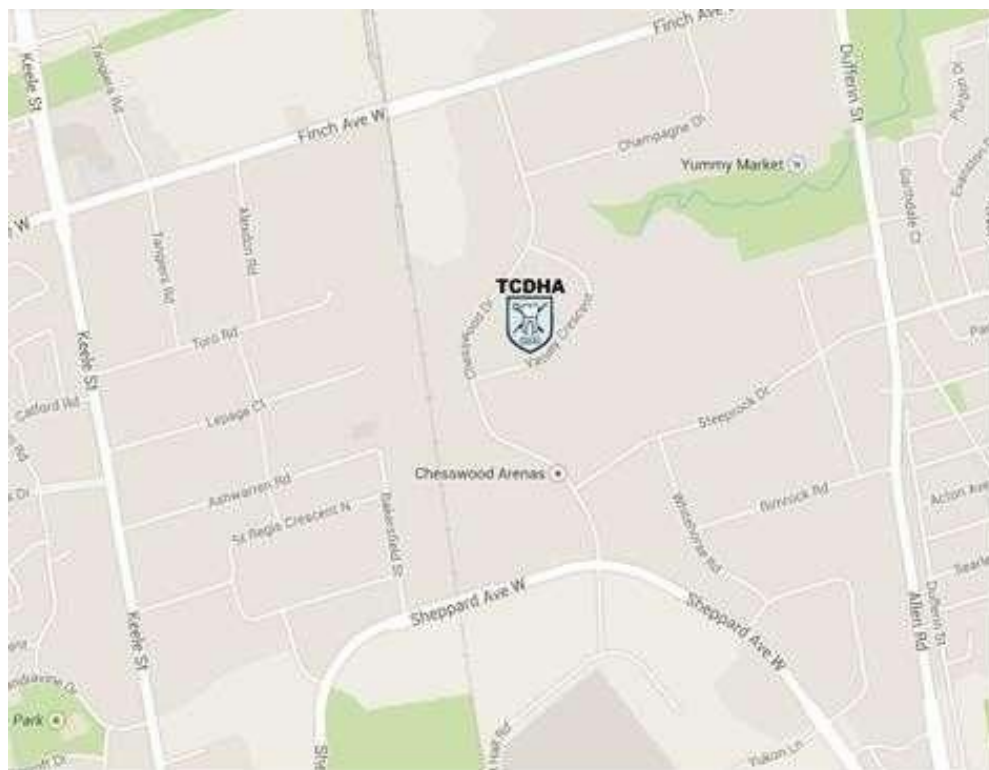
Take exit 365 for Allen Road North. Turn left on to Sheppard Ave West. Drive 600 metres and take a right onto Chesswood Dr. Turn right onto Vanley Crescent and TCDHA is located on the left-hand side.

Directions from Highway 400:

Exit on the Finch Ave. ramp and head east to Chesswood Crescent. Turn right onto Chesswood and then left on Vanley Crescent. TCDHA is located on the right-hand side.

Public Transit from Sheppard West Station:

- (a) Take the 107B bus. Exit on Chesswood Dr. at Vanley Crescent. Walk 2 minutes down Vanley Crescent to TCDHA.
- (b) Take either the 84 Sheppard West (westbound), 108 Sheppard West, or 106 Sheppard West bus. Exit at Chesswood Dr. and walk north to Vanley Crescent. Turn right on Vanley Crescent. and walk 2 minutes to TCDHA.



We encourage all applicants who are interested in the Dental Assisting Level I and Dental Office Administration 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 Dental Assisting Level I and Dental Office Administration 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 A-J below;

- A. A secondary school graduation 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 highschool diploma or equivalent (as discussed above) may apply under Mature Student status. A Mature Student must successfully pass the Ministry of Colleges and Universities (MCU) Superintendents approved qualifying test, which is called the Wonderlic Scholastic Level Exam. This is the test that has been approved by the MCU at Toronto College of Dental Hygiene and Auxiliaries Inc.

Valid ID must be provided by the applicant to prove the age requirement (at least 18 years old).

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 documents delivered to TCDHA by the required deadlines.

If the foreign applicant cannot provide a copy of these documents 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 an additional number of seats per intake to students who fall under the below category:

2 Seats: 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 Citizenship and Immigration Canada (CIC).

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 Dental Assisting Level I and Office Administration Program at TCDHA does not guarantee the ability to work and/or to live in Canada. Please see the Citizenship and Immigration Canada (CIC) website for information on studying, working and living in Canada.

TCDHA reserves an additional number of seats per intake to students who fall under the below category:

5 Seats: International students

English Proficiency

English is the language in which the Dental Assisting Level I and Dental Office Administration 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 Dental Assisting Level I and Dental Office Administration Program with a dental background or other related courses will not be granted advanced standing 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.

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.

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

- Proof of Health Insurance (international students must submit proof of health insurance upon receipt of a valid study visa)

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 provided by TCDHA completed
- 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

Note:

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

Full Acceptance Status

Full Acceptance Status into the Dental Assisting Level I and Dental Office Administration 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 waitlist.

If the applicant wishes to be added to waitlists, they are welcome to do so. If a seat comes open and it is their turn on the list, the applicant will be contacted by phone and email to confirm acceptance of the seat. The Applicant is able to accept or decline this seat. If they chose to decline or are unresponsive to the offer, they will remain in their confirmed seat and any other waiting Lists they were assigned to.

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 Level I and Dental Office Administration Program is a dynamic and challenging health care profession which allows for a wide range of opportunities. This career 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 Dental Assisting Level I and Dental Office Administration Program.



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Program Fees

The Toronto College of Dental Hygiene and Auxiliaries Inc. anticipated fees for the Dental Assisting Level I and Dental Office Administration Program are as follows:

	Current Fees
Tuition:	\$12,200.00
Additional Fees:	
Books:	\$1,500.00*
Uniforms and Equipment:	\$515.00
Expendable Materials:	\$750.00
Insurance:	\$250.00

Total for Dental Office Administration Program \$15,215.00

International Student Fee: \$5,000.00 (if applicable)

*Book fees may be subject to change due to price increases by book publishers.

TCDHA accepts monthly payments to assist students with their finances.

Students enrolled in the Dental Assisting Level I and Dental Office Administration Program may be eligible, for loans, grants, or awards granted under the Ontario Students Assistance Program (OSAP). The OSAP website is as follows: <https://osap.gov.on.ca/OSAPPortal>

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



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COMMON QUESTIONS AND ANSWERS

Is the Dental Assisting Level I and Dental Office Administration Program registered with the Ministry of Colleges and Universities (MCU)?

The Dental Assisting Level I and Dental Office Administration Program is approved under the Ontario Career Colleges Act, 2005.

The Dental Assisting Level I and Dental Office Administration Program is registered under the Ontario Career Colleges Act, 2005.

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

Upon successfully completion of the Dental Assisting Level I and Dental Office Administration Program offered at the TCDHA, the student will receive an official diploma.

How long is the Dental Assisting Level I and Dental Office Administration Program offered at TCDHA?

The Dental Assisting Level I and Dental Office Administration Program offered at TCDHA is 33 weeks.

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

The total program cost is \$15,215.00. This includes everything from tuition, textbooks and materials.

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 Dental Assisting Level I and Dental Office Administration Program.

Does TCDHA have payment options?

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

Are there other programs that TCDHA accepts for payment?

YES! The Better Jobs Program is another payment option.

Native Status in Canada is also a payment option.

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

YES! There are several 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.

Does the Dental Assisting Level I and Dental Office Administration 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 Dental Office Administration Program away from home. The admission staff will assist the applicant throughout the entire process until arrival at TCDHA.

Does the Dental Assisting Level I and Dental Office Administration 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 Citizenship and Immigration Canada (CIC)

Successfully completing the Dental Assisting Level I and Dental Office Administration 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 Citizenship and Immigration Canada (CIC) website for information on working and living in Canada.

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

Does TCDHA provide employment assistance?

YES! TCDHA provides assistance with job placement in the following ways:

1. TCDHA maintains alumni information and notifies former graduates of potential job opportunities through e-mail.
2. TCDHA instructs students in resume writing, interview techniques,

soft skills, and job preparations skills.

3. TCDHA allows students to utilize the facilities to contact potential employers and print resumes.
4. TCDHA may provide a letter of reference for graduates.

TCDHA does not guarantee employment for any student who successfully completes the Dental Assisting Level I and Dental Office Administration Program.

Additional Information

Please visit the TCDHA website at www.toronto-college-dental.org or call 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.

This can be done by contacting a TCDHA Admissions Coordinator.