



Toronto College
of Dental Hygiene and Auxiliaries™

Dental Assisting Level I & Office Administration

- ✓ Finish in 8 months
- ✓ OSAP available
- ✓ Small Class Sizes
- ✓ Digital Radiology & Office Management

CALL TODAY to schedule a tour
and start your career in
Dental Assisting Level I & Office Administration

Limited Time Offer!
FREE Entrance Exam: \$150.00 value

Call Today: 416-423-3099

Toll Free: 1-866-923-3099

www.toronto-college-dental.org



Toronto CollegeTM

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 & Office Administration Program is attached.

Please complete the application form in full, and mail it to TCDHA, e-mail it to info@toronto-college-dental.org or fax it to 416-423-3092.

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,

Admissions Coordinator,
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 College is unique in the sense that the sole focus of the Institution is based on providing High Levels of Current Dental Education.

The Dental Assisting Level I and Office Administration Program offered at this College is unique as this is the only Dental Assisting Program where the students will have the opportunity to assist both the Dentists in the TCDHA Dental Office as well as assist the Dental Hygiene Students in Clinic.

The Dental Assisting Level I and Office Administration Program will also provide the skills necessary for the graduate to explain and discuss the various treatment options with the patients/clients. This program will provide the students with all the skills necessary to operate the Front Desk area of the dental office.

The Toronto College of Dental Hygiene and Auxiliaries Inc. is located at 28 Vanley Crescent. The campus has 69 dental chairs, 14 of which include digital radiography rooms. There are also five large classrooms, a computer lab, a dental materials lab, library, locker area and lunch area.

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. The Dental Hygiene Program at TCDHA commenced in January 2004.

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

Dental Assisting Level I and Office Administration Program PRE-ADMISSION EXAM TIMES

You may return the application form by the following methods:

1. **Scan the application to:** info@toronto-college-dental.org
2. **Fax the application to:** 416-423-3092
3. **Mail the application to:**

Toronto College of Dental Hygiene and Auxiliaries Inc.
28 Vanley Crescent
Toronto, Ontario
M3J 2B8

Attention: Admissions Department

Testing times and dates are as follows:

Monday to Thursday: 8am to 6pm.
Friday: 8am to 3pm.

Hours of operation are as follows:

Monday to Thursday: 7:00 a.m. to 8:00 p.m.
Friday: 7am to 5pm.

There is no cost for the Admission process.

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

DIRECTIONS

Directions from Highway 401:

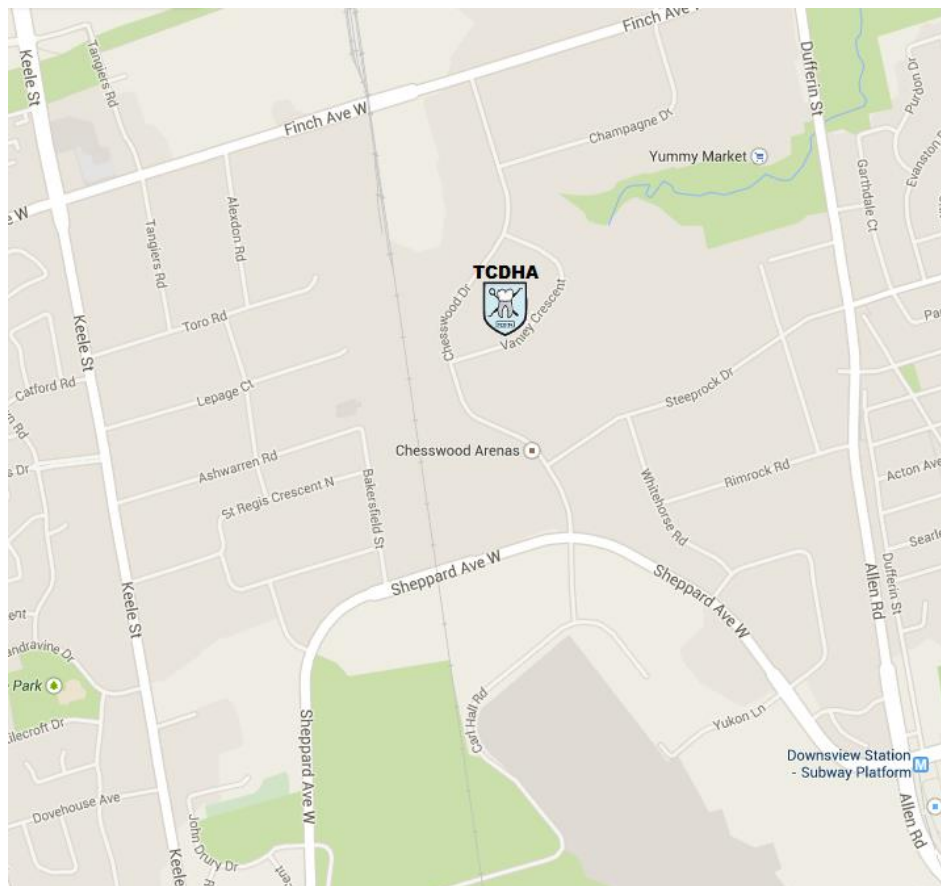
Take exit 365 for Allen Road North. Turn left on to Sheppard Ave West. Drive 600 metres and take a right onto Chessword Dr. Turn right onto Vanley Crescent and TCDHA is located on the left-hand side.

Directions from Highway 400:

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

Public Transit from Downsview Station:

- (a) Take the 107B bus. Exit on Chesswood Dr. at Vanley Crescent. Walk 2 minutes down Vanley Dr. 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 Dr. Turn right on Vanley Dr. and walk 2 minutes to TCDHA



We encourage all applicants who are interested in the Dental Assisting Level I & 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 & 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.

1. Students must submit an **Ontario Secondary School Diploma (OSSD)** or **Equivalent** as per A-J below;
 - A. A secondary school graduation diploma from another Canadian province, territory or from the United States.
 - B. A 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. Please check the link provided for more information to show equivalency (<http://www.cicic.ca/415/credential-assessment-services.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 Private Career College (PCC).

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 Training Colleges and Universities (MTCU) Superintendents approved qualifying test, which is called the Wonderlic Scholastic Level Exam. This is the test that has been approved by the MTCU 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 on a course-by-course basis by the qualified academic credential assessment service.

Please check the link provided for more information to show equivalency (<http://www.cicic.ca/415/credential-assessment-services.canada>)

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.

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)

Successfully completing the Dental Assisting Level I & 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.

English Proficiency

English is the language in which the Dental Assisting Level I & 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 & Office Administration 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 pre-admission exam. Applicants are required to bring photo identification to the pre-admission exam for viewing by the Admission Coordinator.

The pre-admission exam consists of the following:

- 38 Marks - English Questions
Including Vocabulary, Grammar, Reading Comprehension & Biology
- 12 Marks - Written Component

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

Applicants that are Located outside the City, Province or Country

Applicants that are located a far distance from the College or are from out of province or from out of country do not need to physically attend the Dental Assisting Level I & Office Administration 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 Dental Assisting Level I & Office Administration 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 Dental Assisting Level I & Office Administration. 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 provided by TCDHA completed
- Criminal Record Check (CPIC) and Vulnerable Sector Screening (VSS)*
Applicants that live in Toronto will need to pick up a form from the Admissions Office prior to going to the police station. Please contact TCDHA for more information.
- Proof of Health Insurance (for International Students only)

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 & 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 wait list.

Each qualified applicant will be informed and assigned a number indicating their actual position on this wait list (e.g. “1” would indicate that the individual has first priority if a seat becomes available). The number will be assigned according to the date the applicant is deemed qualified.

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 Dental Assisting Level I & Office Administration Program.



Toronto CollegeTM

of Dental Hygiene and Auxiliaries^{Inc.}

Program Fees

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

| | |
|------------------------|-------------|
| Tuition: | \$9,800.00 |
| Additional Fees: | |
| Books: | \$1,500.00* |
| Uniforms and Equipment | \$200.00 |
| Expendable Materials | \$700.00 |
| Other Compulsory Fees: | \$200.00 |

Total for Dental Assisting Level I & Office Administration Program \$12,400.00

International Student Fee \$2,000.00 (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 & 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



Toronto CollegeTM of Dental Hygiene and Auxiliaries^{Inc.}

COMMON QUESTIONS AND ANSWERS

Is the Dental Assisting Level I & Office Administration Program registered with the Ministry of Training, Colleges and Universities (MTCU)?

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

The Dental Assisting Level I & Office Administration Program is registered under the Private 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 & Office Administration Program offered at the TCDHA, the student will receive an official diploma.

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

The Dental Hygiene Program offered at TCDHA is 33 weeks or approximately 8 months in duration. Students are able to complete the program in approximately 8 months because TCDHA does not take extended summer vacations or holiday breaks.

Other programs in Canada that take extended breaks within their program may take up to a year to complete.

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 total program cost is \$12,400. This includes everything from tuition, textbooks, uniform 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 & 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.

Does TCDHA accept student loans?

YES! All provincial student loans across Canada are available as an option for payment at TCDHA.

Students enrolled in the Dental Assisting Level I & Office Administration Program may be eligible, for loans, grants, or awards 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.

Are there other programs that TCDHA accepts for payment?

YES! The Second Career 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.

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 Dental Assisting Level I & 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 Assisting Level I & 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 & 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 & 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.

How many dental chairs does TCDHA have?

TCDHA has 69 fully operational dental chairs, 14 of which include digital radiography rooms. The clinical area also includes a digital panoramic x-ray machine.

The dental hygiene 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, 3D Consult-Pro patient education software, signature pads and fingerprint scanners. Each dental chair is equipped with its own computer.

Does TCDHA assist with finding residence?

Yes! TCDHA has multiple residence contacts available to the applicants. The admissions staff will assist the applicants with finding a place to stay. TCDHA understands that it can be challenging moving from out of the province or country.

Does TCDHA provide employment assistance?

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

1. TCDHA post all job openings and opportunities on the internal job posting board.
2. Current students are informed of potential job opportunities through e-mails.
3. TCDHA maintains alumni information and notifies former graduates of potential job opportunities through e-mail.
4. TCDHA instructs students in resume writing, interview techniques, soft skills, and job preparations skills.
5. TCDHA allows students to utilize the facilities to contact potential employers and print resumes.
6. 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 & 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 and pre-admission exam date. This can be done by contacting a TCDHA Admissions Coordinator.

Currently TCDHA is offering FREE Pre-admission exam to applicants that apply to the Dental Assisting Level I & Office Administration Program.

Scan the application to: info@toronto-college-dental.org

Fax application to: 416-423-3092

Mail application to: TCDHA, 28 Vanley Crescent, Toronto, Ontario, M3J 2B8

Attention: Admissions Department