



# Toronto College<sup>TM</sup>

## of Dental Hygiene and Auxiliaries<sup>Inc.</sup>

Dear Applicant,

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

The information regarding our successful Dental Hygiene Program is attached. Please complete the application form in full, and mail it along with the \$150.00 application fee in order to reserve your testing date. **Please note the application fee is non-refundable and only payable through certified cheque, money order, visa or mastercard.**

At the Toronto College of Dental Hygiene and Auxiliaries Inc. our goal is to put your needs and your career success first. Once you have enrolled, our friendly staff is available to offer career training tips, guidance and support.

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

If you require further information or assistance please visit our webpage at [www.toronto-college-dental.org](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,

Registrar,  
Toronto College of Dental Hygiene and Auxiliaries, Inc.

**ENTRANCE EXAM TESTING- Times and Cost**

Please return the application form and the \$150.00 payment to:

Toronto College of Dental Hygiene and Auxiliaries Inc.  
300 Steeprock Drive  
Toronto, Ontario  
M3J 2X1

Testing times and dates are as follows:

Monday – Thursday 8am to 5pm  
Fridays 8am to 2pm

**Payments can be made by certified cheque, money order, debit, visa, and mastercard.**

Hours of Operation are as follows:

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

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

## DIRECTIONS

### Directions from Highway 401:

Main intersection is Sheppard Ave West. and Allen Rd.

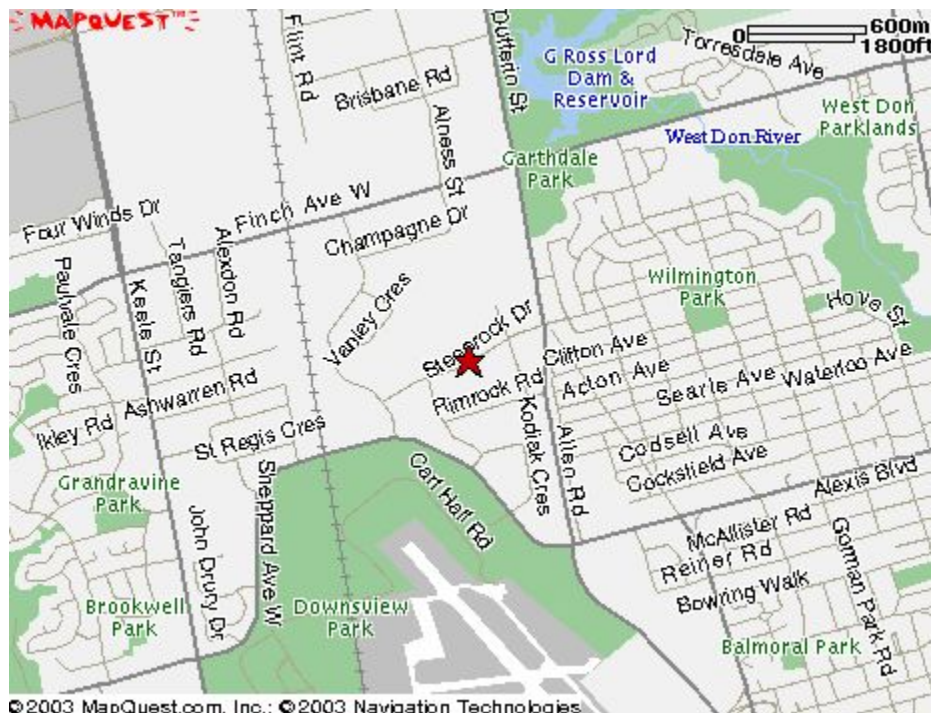
Second set of lights North of Sheppard is Steeprock Dr. Turn left and the College facilities are located on the right-hand side.

### Directions from Highway 400:

Exit at Finch Ave. ramp and head East to Chesswood Dr. Turn right onto Chesswood and follow to Steeprock, then turn left. Our facilities are located on the left-hand side.

### Toronto Transit Customers – From Downsview Station:

- (a) Take the 117 or 105 Dufferin North bus to Steeprock Dr. Walk west on Steeprock to the College.
- (b) Take either the 84 Sheppard West (westbound), 108 Sheppard West, 106 Sheppard West, or 107 Keele North. Exit at Chesswood Dr. Walk north to Steeprock Dr. Head East on Steeprock to the College.





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### APPLICATION FOR ADMISSIONS

Please print clearly and complete this form in full.

#### PERSONAL INFORMATION

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Middle Name: \_\_\_\_\_

Birth date: \_\_\_\_\_  
D/M/Y

Sex: Male

Female

#### PERMANENT MAILING ADDRESS

Street Name: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Cell) \_\_\_\_\_

E-mail: \_\_\_\_\_

Are you a Canadian citizen?

YES

NO

If no, are you a

Landed Immigrant

Visa Student

Country of origin: \_\_\_\_\_ Date of Entry: \_\_\_\_\_

#### *Contact person in case of emergency*

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Telephone: \_\_\_\_\_

PLEASE INDICATE WHICH INTAKE YOU ARE APPLYING FOR.



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### APPLICATION for ADMISSION

Please print clearly and complete this form in full.

#### EDUCATION:

Highest level completed: \_\_\_\_\_ Year: \_\_\_\_\_  
 Name of School: \_\_\_\_\_  
 Location of School: \_\_\_\_\_

#### POST-SECONDARY EDUCATION

Please list all academic Institutions that you have attended since leaving Elementary/High School:  
 Attach an additional sheet if necessary.

Academic Institutions Attended (List most recently Attended first)	Location	Program	Certification: Record of achievement, Diploma, Degree Etc.	Year Completed	Expected Date to be Completed	Year Entered	Year Left

#### SIGNATURE

I certify that all of the above information is correct and complete. I agree to comply with all of the rules, regulations and policies of Toronto College of Dental Hygiene and Auxiliaries Inc.

- I have arranged to provide official transcripts to the admissions office.
- I have read over the mandatory entrance requirements and qualify to write the entrance examination.

Print Name: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

DATE: \_\_\_\_\_

## **TCDHA Entrance Examination Requirements**

All Applicants who express an interest in the dental hygiene program at the TCDHA Inc. are provided with a comprehensive admission information package. This package is provided via e-mail or in person. Further information is provided to all applicants through communications with the Admissions Coordinator.

### **Ontario Applicants**

These requirements apply to applicants educated in Ontario. Applicants from other provinces in Canada outside of Ontario must have all the same requirements or equivalent. Admission requirements may vary on the program of study.

### **Applicants Educated in Canada**

Applicants educated in Ontario must have completed a high school diploma equivalent to the following mandatory admission requirements. Applicants from other provinces in Canada other than Ontario must have all the same requirements or equivalent in their respective provinces.

- Ontario Secondary Diploma - OSSD 30 Credits (College Preparation Level and/or University Preparation Level)
- Grade 12 Equivalency - GED Certificate
- Grade 12 English – 60% at University Preparation Level or 70% at College Preparation Level
- Grade 11 Biology - 60% at University Preparation Level or 70% at College Preparation Level
- Grade 11 Mathematics - 60% at University Preparation Level or 70% at College Preparation Level
- Mature Student

Mature Students - include applicants who are 18 years of age or over by the first day of classes and who lack the academic admission requirements may be considered on an individual basis. The Mandatory pre-admission test applies to all applicants applying as a mature student.

### **Official Transcripts**

The applicant is responsible for the delivery of the official transcript to be received by the school, college and university or World Education Services (WES).

## **Foreign Applicants**

### **Applicants Educated Outside of Canada**

Applicants who have graduated from high school and/or a post-secondary institution in a foreign country are required to have their diplomas evaluated on a course-by-course basis by the World Education Services to determine if their foreign education is equivalent to an OSSD and courses taken are equivalent to the above requirements.

All applicable fees associated with the World Education Services are the responsibility of the applicant. Applicants must arrange to have copies of the evaluation to be received by The Toronto College of Dental Hygiene and Auxiliaries Inc. from World Education Services by the required deadlines.

### **English Proficiency**

English is the language in which the dental hygiene program is taught at the Toronto College of Dental Hygiene and Auxiliaries Inc.

In order to complete the program it is imperative that the student has a strong grasp of the English language, both verbal and written.

## **Preferred Admission Requirements**

Preference will be based on the following:

- Entrance exam results
- Interview result
- Previous academics

## **Prior Learning Assessment**

Applicants of the dental hygiene 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 the Toronto College of Dental Hygiene and Auxiliaries Inc.

## **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.
- Confident 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-motivated.
- Good organizational skills and time management skills.
- Attention to detail.

## **Mandatory Pre-admission Testing**

In addition, all applicants that meet the minimum admission requirements will be required to attend the mandatory pre-admission test. Applicants are required to bring photo identification to the Pre-admission test for viewing by the admission coordinator. There is a fee for writing the Pre-admission test.

The pre-admission test includes the following:

- English with attention to reading comprehension
- **Biology**
- Spatial Relations
- Aptitude Testing

Applicants should contact The Toronto College of Dental Hygiene and Auxiliaries Inc. for test information and dates.

All fees associated with the mandatory pre-admission testing are the responsibility of the applicant and are non-refundable.

## **Mandatory Pre-admission Screening**

Applicants that score above 70% on the mandatory pre-admission test will be required to participate in a Pre-admission Screening.

The screening will include:

- 15 minute Interview with the Admissions Committee with a set series of questions.
- Review of students academic achievements to date

Out of Province or Country applicants will be screened through a comprehensive phone interview.

### **Selection and Ranking Process**

Students who achieve above 70% on the pre-admission testing and who present well during the pre-admission screening process will be granted a “Conditional” acceptance package. Successful applicants will be selected for one of the available seats in their program and/or one of the places on the waiting list based on the following criteria:

1. Academic performance in Secondary school and or University
2. Mandatory Pre-admission Test Results
3. Mandatory Pre-screening Results
4. Other factors deemed relevant by the Admissions Committee

### **Priority of Admission**

When there are more qualified applicants than spaces available and the program is over subscribed, applicants will be accepted according to the following priorities:

- Permanent residents of Ontario
- Permanent residents of other provinces and territories in Canada
- Applicants from other countries

### **Successful Applicants**

Once the decision regarding admissions has been made by the Admissions Committee an e-mail will be sent out to all of the successful candidates and the admissions coordinator will call the applicant.

These candidates will be allowed a set period of time to respond to the school as to their decision to accept the offer.

Candidates that have accepted the “conditional” acceptance offer will be given a deadline to meet all of the pre-admission requirements.

### **Registration**

1. Provide the school with all documentation including copies of all appropriate transcripts.
2. Complete all documentation provided by the school
3. Complete all requirements mentioned under the conditional acceptance package.
4. Provide the school with the tuition fee as outlined in the payment fee schedule dates.
5. Complete financial arrangements for all materials, equipment, books, uniforms, lockers and other expenses.
6. Read and discuss the TCDHA Policy and Procedure Manual and sign confirmation of such.
7. Sign the Student – College Agreement

\*Items Number 6 & 7 take place during the Orientation session so that questions may be addressed.

**THANK YOU FOR YOUR INTEREST IN THE TORONTO COLLEGE OF DENTAL HYGIENE  
AND AUXILIARIES INC.**

**We hope to have you studying with us soon!**



# Toronto College<sup>TM</sup>

of Dental Hygiene and Auxiliaries<sup>Inc.</sup>

Dear Applicant;

This is an important notice to incoming students regarding parking. The Toronto College of Dental Hygiene and Auxiliaries Inc. has limited parking space, and as a result we provide parking spaces on a first-come, first-serve basis. The fee for parking is \$360.00 per semester. In order to reserve a parking spot the student will need to provide the TCDHA with a post dated cheque prior to the start of the semester.

Thank you,

Lidia DiNicolo RDH  
Business Director

Toronto College of Dental Hygiene and Auxiliaries Inc.  
Admissions Department  
300 Steeprock Drive  
Toronto, ON  
M3J 2X1



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### Program Fees Form

The Toronto College of Dental Hygiene and Auxiliaries Inc. anticipated fees for the Dental Hygiene Program commencing January 2012 are as follows:

Tuition: \$31,100.00

Additional Fees:

Books: \$3,200.00

Expendable Supplies \$1,000.00

Uniforms and Equipment \$3,000.00

Other Compulsory Fees: \$ 500.00

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**Total \$38,800.00**

**NOTE: We have changed our fee structure. We are now accepting monthly payments.**

**Tuition Fees** can only be made by Certified Cheque and / or Money orders. (the monthly payments will be made by post-dated personal cheques)

**Transportation Fees** are the responsibility of the students.

**Uniform cost** is included in our fees. (This includes: Golf Shirts, Scrubs, and Lab Coats. Black dress pants, black shoes and white running shoes are the responsibility of the student.)

**National Dental Hygiene Certification Board Fees and the College of Dental Hygienists of Ontario Fees** are the responsibility of the student.

**Insurance Fee** is paid to the insurance provider in advance as per their policy and is non-refundable.

## **TCDHA- HISTORY**

The Toronto College of Dental Hygiene and Auxiliaries Inc.( TCDHA) was founded by a licensed Dentist and a Registered Dental Hygienist in Ontario and started their first hygiene class January 2004.

The TCDHA is registered with the Ministry of Training Colleges and Universities as a Private Career College in Ontario.

The TCDHA's Dental Hygiene program has been Accredited by the Commission on Dental Accreditation of Canada.

## **COMMON QUESTIONS AND ANSWERS**

*Is the dental hygiene program offered at the TCDHA Accredited?*

**YES**, the dental hygiene program offered at the TCDHA has been granted Accreditation by the Commission on Dental Accreditation of Canada.

*What is the difference between an Accredited vs. Non Accredited Dental Hygiene Program in Canada?*

Students that graduate from an Accredited Dental Hygiene Program in Canada automatically will be granted permission to write the National Dental Hygiene Certification Board Exam with the NDHCB. Once the student successfully passes this National examination they can then apply for their registration with the College of Dental Hygienist's of Ontario or the province of choice.

Students that graduate from a Non- Accredited Dental Hygiene Program in Canada must first submit their curriculum of study to the NDHCB to ensure that course outlines meet the standards of the NDHCB and the student is granted permission to write the National Dental Hygiene Certification Board Exam. Then the student must apply to write the NDHCB exam. Once the student successfully passes this exam, the student is required to pass a practical exam with the College of Dental Hygienist's of Ontario or the province of choice.

*Are their fees associated with writing the NDHCB exam?*

Yes, there is a fee associated with writing the NDHCB exam and is the full responsibility of the student separate of the fees payable to the TCDHA for the dental hygiene program.

The fees are determined by the NDHCB and may change annually.

***How long is the dental hygiene program offered at the TCDHA?***

The dental hygiene program offered at the TCDHA is 18 months in duration.

***Do we receive a certificate or a diploma once we complete the program at the TCDHA?***

Upon successfully completing the program offered at the TCDHA the student will receive an Official Diploma from the dental hygiene program.

***Does the program offer any scheduled breaks and or holidays?***

The dental hygiene program runs continuous for the 18 months. There are one week breaks given in between the 4 semesters to the students therefore 3 weeks in total. If the program runs during the Christmas holidays then the students will be given the additional time off in between Christmas and New Years.

Students prefer this continuous program because they believe that if they have committed themselves to studying then they would rather go straight through the program and finish so that they can commence their career as a dental hygienist sooner.

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

The total program cost is \$38,800.00. This includes everything from Tuition, Textbooks, Insurance, Instruments and Clinical Fees etc.

***What method of payment is accepted for the tuition fees?***

The TCDHA only accepts certified cheques and or money orders for tuition payments.

Monthly instalments are paid by personal cheques.

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

There are no hidden fees at the TCDHA. We believe 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 hygiene program.

The only fees that are not included in the program are parking fees if required.

***What is the admission process?***

The applicant must fill out an application form and must successfully achieve a 70% on the entrance exam in order to be granted an interview. During the interview the student will be asked a set series of questions to determine if the student can communicate, comprehend in the English language as well to determine if the individual will be most likely to succeed in this program.

It is very important to get the application form in and the test completed if the candidate is serious about the dental hygiene program offered at the TCDHA.

***Is there a fee associated with the admission process?***

Yes, there is a \$150.00 CAD fee associated with the application process and the entrance examination for the dental hygiene program. **This is a non refundable application fee.**

The Toronto College of Dental Hygiene and Auxiliaries Inc. will accept both certified cheque and money order for the admission process. All cheques must be payable to the Toronto College of Dental Hygiene and Auxiliaries Inc.

***What should I expect on the Entrance Examination?***

The entrance examination is a multiple choice examination. It includes Basic English questions, reading comprehension, basic biology, spatial relation questions and a general aptitude section.

Spatial relation type questions can be found in the “DAT” books that Dentists may study from prior to getting accepted into the dentistry program. The section on basic biology is equivalent to grade 11 or 12 science which is offered in Ontario High schools.

***How many students are accepted into the dental hygiene program?***

There are 52 students that are accepted into the dental hygiene program offered at the TCDHA.

When the students participate in the theory portion of the program, all students are taught together to ensure consistency in a lecture format. Whereas, whenever there is a clinical or hands on component the students are split up into two groups of 26 students.

In the clinic there is a **1:5 teacher to student ratio.**

***How many dental chairs does your facility have?***

The Toronto College of Dental Hygiene and Auxiliaries Inc. has 26 fully operational dental chairs, 2 of which include digital radiography rooms. The clinical area also includes a digital panoramic x-ray machine.

The secondary location has 6 additional digital radiography chairs in which students use to practice on manikins.

This allows each student to gain access to their own dental chair.

***Do I need University courses to be accepted to the program?***

There are many provinces and or states that require the students to have their first year university transfer courses. If a student attends the dental hygiene program at the TCDHA in Ontario then the student is not required to take their first year university transfer courses prior to applying. In Ontario the dental hygiene programs are considered direct

entry programs meaning that the applicant can apply directly from high school and does not need any university prerequisites.

***How do I get my Dental Hygiene Registration?***

The student would attend the dental hygiene program and once successfully completing the program would be offered an official diploma from our accredited program. The individual would then be required to write the National Dental Hygiene Certification Board Exam and pass.

The graduate could register within the College of Dental Hygienists of Ontario to get their dental hygiene registration or they could return to their province or state and apply for their dental hygiene registration in the province or state that they would like to practice.

In Ontario local anaesthetic is not a course that is required to be taken since dental hygienists in Ontario cannot practice this procedure. Therefore, if the graduate is returning to a province or state that this is a requirement then the student would need to take a local anaesthetic course.

***How do I get additional information?***

Please visit our website at [www.toronto-college-dental.org](http://www.toronto-college-dental.org) or call 416-423-3099 or 1-866-923-3099 (toll free) to speak to an admissions coordinator or to schedule an individualized tour and test date today.

**Currently TCDHA is offering FREE Admission Testing to applicants that apply to the program. If the applicant is accepted into the program and commences the program then the \$150.00 Entrance fee will be refunded to the applicant.**