



www.rmctc.org

The Health Dental Occupations Program

CIP 51.0601

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Have Questions?

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TABLE OF CONTENTS

	Page
Course Description	4
RMCTC Grading Policy	7
Progress Report Sample	11
Career Objective Form Sample	12
Task Check-Off List	13
Portfolio *	15
Work-Based Learning *	16
Articulation Agreements	17
Program Planning Tool	19
Scope and Sequence Sample	21
Career and Technical Student Organizations (CTSO)*	22
Certificate Sample	24

Prices listed are subject to change.

* *Additional information about these items can be found in the Student Handbook*

It is the policy of Reading Muhlenberg CTC not to discriminate on the basis of sex, handicap, race and national origin in its educational and vocational programs, activities, or employment as required by the Title IX, Section 504, and Title VI.

READING MUHLENBERG CAREER & TECHNOLOGY CENTER

MISSION STATEMENT

The Reading Muhlenberg Career & Technology Center, in partnership with our diverse community, sponsoring districts, and business and industry, is committed to providing quality career and technical education, resulting in opportunities for students to gain employment, pursue post-secondary education, and develop an appreciation for lifelong learning.

VISION STATEMENT

To empower Reading Muhlenberg Career & Technology Center students with the technical knowledge and skills to confidently pursue a career.

BELIEFS

- We believe in valuing the diversity of each student
- We believe education leads to opportunity
- We believe quality education starts with quality leadership
- We believe a career and technical education is a critical component of workforce development
- We believe technology is vital to learning and will help students connect with a rapidly changing world
- We believe technology must be embraced by teachers as a tool to help prepare students to meet current and future labor market demands
- We believe in providing all students with a positive educational experience
- We believe students should feel proud of what they have accomplished each day
- We believe students will be provided the opportunity to achieve their highest potential
- We believe students will be provided the opportunity to acquire and cultivate leadership skills
- We believe in providing students with a safe school environment
- We believe the success of a student is enhanced by parents and/or other influential adults through their support and involvement
- We believe in encouraging students to maintain a lifelong affiliation with the school
- We believe change is an ongoing process, not an event, and is fundamental for building quality programs of study
- We believe instruction must accommodate individual student learning styles

HEALTH DENTAL OCCUPATIONS – HDO

Students who enroll in this program learn a variety of skills that will enable them to become a dental assistant, dental laboratory technician, and/or pursue a career as a dental hygienist. Students will train in our new, state-of-the-art facility, allowing them to become skilled on the latest equipment and newest technologies.

Major areas of study include dental radiology, oral pathology, chairside dental assisting, anatomy and physiology, dental materials, sterilization procedures, oral surgery, periodontics, prosthodontics, and dental office and business procedures. By completing this program, students become prepared for their chosen career.

As dental assistants, they assist dentists during examination and treatment of patients. Students learn to prepare patients for treatment, sterilize instruments, prepare materials and make study models from impressions, expose and process x-ray film and provide chairside assistance for the dentist. Dental laboratory technician assistants learn to work in a dental laboratory assisting with the creation of dental prostheses (replacements for natural teeth). Students also have the opportunity to earn industry-recognized certifications, including becoming certified in dental radiology.



Job Titles – Career Pathways

31-9091	Dental Assistant
Local	Dental Office Receptionist
Local	Dental Laboratory Technician Assistant
Local	Sterilization Assistant
Local	Dental Office Manager
Local	Dental Sales Representative

CTC knowledge transfers to college credits at:

Berks Technical Institute
Commonwealth Technical Institute
Harcum College
Lackawanna College
Lincoln Technical Institute
McCann's School of Business
Mercyhurst University
Pennsylvania College of Technology
Pennsylvania Institute of Technology

Student Certifications

NOCTI - National Occupational Competency Testing Institute Certification

* Dental Assisting

American Heart Association-CPR W/AED

Radiation Health & Safety



INSTRUCTOR – Ms. Jacklyn Rusnock

Biography

I am a graduate of Muhlenberg High School. I received a bachelor's degree from West Virginia University in Dental Hygiene and have worked as a dental hygienist in private practices for more than 22 years. I taught Dental Occupations at Berks Career & Technology Center, East Campus, and am delighted to be teaching at RMCTC>

Education

Bachelor of Science, Dental Hygiene, West Virginia University

Certifications & Awards

Registered Dental Hygienist (RDH)

Pennsylvania State License

Work Experience

I have worked as a clinical dental hygienist in private practices for more than 22 years. I also served as a long-term substitute instructor for the Dental program at Berks Career & Technology Center.

Hire Date 2015

Community Service

I have donated my time to various organizations and charities throughout the community over the years.

Reading Muhlenberg Career and Technology Center

Dental Occupations

Uniform Requirements

1. Clean hands, hair, mouth, and body
2. Hair tied back, off shoulders, and neatly styled and out of eyes
3. Short, clean nails. Clear or light colored polish only. **NO ACRYLIC TIPS**
4. Natural conservative make up
5. No facial piercings or visible tattoos
6. Limited jewelry-**no dangling jewelry**(necklaces, bracelets, earrings)
7. Scrub pants and top, lab coat, closed toed shoes (white leather sneakers, crocs w/ no holes, uniform shoes)

Uniforms can be purchased at any of the following locations:

LIFE UNIFORM

**525 Penn Ave.
West Reading, PA. 19611
610-374-4528
M-F 10-7 Sat 10-6 Sun 12-5**

SUPER SHOES

**3050 N. 5th Street Hwy
Reading, PA. 19605
Fairgrounds Square Mall
610-929-9766**

VF OUTLET-PS SCRUBS

**Blue Building Level 1
610-375-0826
M-Sat 9:30-9 Sun 10-6**

These dress code requirements are consistent with the professional standard expected in the dental setting. Failure to comply with the uniform requirement will result in a reduction of your work ethic grade for that day.

GRADE REPORTING

Purpose: The intent of this grading procedure is to provide a student grade that accurately reflects student achievement. Progress will be measured in the areas of work ethics, and knowledge. All activities and assessments that are required as the student progresses through their skills (learning guides) will be reflected within the knowledge grade. Students will be evaluated according to established program standards on an individual basis. The ClassMate grading software automatically calculates student grades using the following formula:

Work Ethic 40%
Knowledge 60%
100%

Teachers must be able to justify grade percentages in the event of inquiries or concerns.

Interpreting a Grade: The two levels of evaluation are described below:

Work Ethics Grade (40%): Each school day, every student receives a Work Ethics or daily grade. Criteria that comprise these grades are safety, student behavior, preparation/participation, productivity or time on task, professional appearance and extra effort. The Work Ethics grade range is based on a 0 to 10 model that students may earn each day depending on how many criteria they satisfactorily meet.

NOTE: Impact of Absenteeism, Tardiness/Early Dismissals - The direct effect of absenteeism on a students' grade will be through the Work Ethic component of the grading formula. If a student is Tardy or has an Early Dismissal the Work Ethic grade will automatically be defaulted to a five (5) from a possible ten (10) points. The instructor may change this value as they see fit.

Knowledge Grade (60%): Throughout the marking period, a student's cognitive knowledge about various career-specific topics will be evaluated and recorded by the instructor. Examples of knowledge activities include: lab/shop assignments, homework, quizzes, tests, and research activities. The Knowledge grade range is based on actual points earned divided by the total accumulative points.

Task tracking: For the purpose of students earning a job title associated with their program are, teachers track students' skill/task work. Teachers identify specific criteria to evaluate each task performed, ranging from a 0 to 5 (not completed to mastery). Students must earn a 4 or 5, in order to credit the task towards earning the specific job title. Students have the opportunity to revisit a task multiple times until successfully receiving credit. The job titles a student earns will be listed on the student's RMCTC certificate that is awarded at Senior Recognition Night.

GRADE REPORTING (continued)

CTC Letter Conversion Table Grade Letter

100 – 97 A+
96 – 93 A
92 – 90 A-
89 – 87 B+
86 – 83 B
82 – 80 B-
79 – 77 C+
76 – 73 C
72 – 70 C-
69 – 65 D
64 – under F

Final Grade average is based on the student's four (4) numerical marking period grades. The final average will directly align to the letter conversion table listed above.

If a student has three (3) marking period grades of "F" the teacher shall give appropriate consideration to that student not passing for the year. If a student is on an **upward trend** at the end of the school year, this **may** justify having the student pass for the year. If the opposite is true, and the student is on a **downward trend**, the student **should** receive a failing grade.

The individual teacher must evaluate each student's achievement in terms of the expected goals for their program area.

Failure to complete assignments, frequent lateness or absence, and demonstrated indifference to school are major contributors to student failure. **Blatant refusal** to attempt or to complete a significant number of course requirements may, by itself, justify a final course grade of "F".

The following divisions are given as a guide to recording and interpreting the grading system. It remains for each teacher to objectively and fairly rate each student, not based upon personality, but performance.

Determination of Grades: Teachers will give thorough consideration using all grading components in determining students' grades to both class work and test results.

A = Excellent

1. This grade represents **superior work** and is distinctly an honor grade.
2. The excellent student **has reached all course objectives** with high quality achievement.
3. The excellent student displays unusual effort and works willingly and effectively in reaching required objectives.

GRADE REPORTING (continued)

B = Good

1. This grade represents **above average** quality achievements.
2. The good student **has reached a large majority of course objectives.**
3. The good student is industrious and willing to follow directions.

C = Average

1. This grade represents **acceptable** quality achievements.
2. The average student **has reached a majority of course objectives.**
3. The average student is cooperative and follows directions, yet extra effort and improvement are needed for more complete mastering of the material.

D = Passing

1. This grade represents a **minimum acceptable** quality achievement.
2. The student is performing below-average work and **has not reached a majority of course objectives.**
3. This achievement level indicates there is a great need for improvement, daily preparation and improved dedication and attendance.

F = Failure

1. This grade represents **unacceptable** quality achievements.
2. The failing student **has not reached necessary course objectives.**
3. The failing student has not attempted to complete assignments, is constantly late or absent, and generally has failed to accomplish the fundamental minimum essentials necessary in the program area.
4. It may be noted that generally a student does not fail because of a lack of ability; failure may be caused by laziness, non-dedication, or a general disregard to directions of the teacher and the unwillingness to use whatever ability he/she possesses.

Incomplete Grades: Incomplete grades must be updated no later than ten (10) days from the close of the marking period. As soon as the work is completed and the grade is available, it must be reported to the appropriate person.

Failures: Students who receive a failing final grade in a program area are permitted to repeat that program, but are urged not to do so for obvious reasons. If this situation presents itself, students and parents are advised to consider an alternative program which is probably more suited to the student's true interests and aptitudes and not merely satisfying a short-term or unrealistic desire.

Attendance and its Impact upon Grades: The importance of regular school attendance and its positive impact upon a student's performance grade cannot be overstated. If a student is absent, he or she does not have the opportunity to keep pace with their classmates and must work independently to acquire the information missed during any absence. Regardless of how well a student performs when he/she is present, habitual absenteeism usually results in a failing performance grade. This situation is not unlike the conditions of the business or industry for which the student is being trained.

GRADE REPORTING (continued)

Make up Work for Absences: Students have the opportunity to make-up school work due to an illness/being absent from school. **PROVIDED** their absence is excused. Students must submit make-up work within the following timelines:

1. One (1) to three (3) days excused absences – five (5) school days to complete assigned work.
2. Four (4) or more days excused absence – ten (10) school days to complete assigned work.

All work missed through unexcused absences will be graded as a zero

Report Cards (See Progress Reports): Students will receive a report card from the sending school district which will reflect the student's grade from their Career & Technology program. Students will also receive a report card from RMCTC reflecting their program grade and Social Studies grade, where applicable. In addition, grades are available on the parent portal.

Senior Recognition Night: Reading Muhlenberg Career & Technology Center hosts an annual Senior Recognition Night, which honors our senior students. During this event, all senior students in attendance are recognized and may also receive awards that they have earned relevant to their accomplishments while attending Reading Muhlenberg CTC.

PARENT PORTAL: The Parent Portal is available for parents/guardians to view your child's progress by accessing the RMCTC District Portal on the School's web-site; www.rmctc.org. This will give you up to date information related to your child's attendance, grades (work ethic and knowledge), discipline referrals and schedule. In order to use this resource, you must provide the CTC with a current email address and register online.

Log onto www.rmctc.org, click on "**Parents**", then click on "**parent portal**" which will navigate you to the link where you will log into the portal. You will have to "**create an account**" on your first visit to the portal by using your email address (you need to use the email address you provided us on your child's application) and setting up a password. Once registered you may return at any time to view your child's information. Please utilize our website, to track your child's progress by viewing their grades and attendance, along with any discipline action. In addition you will be able to review your child's report cards & progress reports as soon as they are available. You also have the ability to select the option to receive email notifications for specific instances that you choose. You can choose to receive an email automatically if your child is absent/tardy or both, if your child receives a discipline referral or suspension and if your child receives a specific grade.



Reading Muhlenberg CTC
2615 Warren Road
Reading, PA 19604
(610) 921-7300

Student Progress Report - MP 1

Student Name:

Student Address

Reading, PA

Progress Report # : 1
 Sending School:
 Location: Reading Muhlenberg CTC
 Enrollment Date:
 Course:
 Class:
 Instructor:
 Grade:

Questions regarding this report can be answered by calling your child's teacher at (610) 921-7300. If the teacher is not available when you call, please leave your name and telephone number and your call will be returned.

Your child's progress in this class is:

Grade to Date: As of

Knowledge:

Knowledge Comments / Recommendations:

Skill Comments / Recommendations:

Work Ethic/PDP Comments/Recommendations

<u>Attendance Report</u>	<u>Excused Absences</u>	<u>Unexcused Absences</u>	<u>Unexcused Tardy</u>
Year To Date Totals	0.00	0.00	0.00
Current marking period	0.00	0.00	0.00

Instructor's Signature: _____

Issue Date:

Student's Signature: _____

Sign Date: _____

Parent's Signature: _____

Sign Date: _____

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2615 Warren Road
Reading, PA 19604
(610) 921-7300

School Year

ANNUAL EDUCATIONAL AND OCCUPATIONAL OBJECTIVES FOR STUDENTS ENROLLED IN A PDE-APPROVED CAREER AND TECHNICAL EDUCATION (CTE) PROGRAM

INSTRUCTIONS: This form is to be completed each year by students enrolled in a Pennsylvania Department of Education (PDE) approved CTE program with the intent to take further technical instruction offered by the program to achieve a related occupational objective. The scope and sequence for the PDE approved program serves as the educational plan.

Form is to be completed by student and verified and signed by the instructor and guidance /career counselor:

STUDENT'S NAME:

Gender: Birthdate: Current Grade:

SECONDARY SCHOOL OFFERING APPROVED CTE PROGRAM: Reading Muhlenberg CTC

SENDING SCHOOL DISTRICT (for CTCs/AVTSs/Charter Schools):

This student is enrolled in technical instruction offered by the following approved CTE program and associated Classification of Instructional Program (CIP):

PROGRAM NAME: Dental Assisting/Assistant CIP Code: 510601

1. Is student enrolled in approved Tech Prep/Program of Study (POS) program technical instruction? Yes or No (Circle one)

2. If yes, is student taking minimum academic coursework per approved Tech Prep/POS program scope and sequence? Yes or No (Circle one)

3. Student's plans following high school graduation include: (Check all that apply) Yes or No (Circle one)

Employment or Military service/training - Specify Branch

Postsecondary education: College Technical School / Proprietary School

4. Student's program-related occupational objective:

Career Pathway

As a student enrolled in this program, my career objective is to prepare for and explore the following career pathway(s).

- Dental Assistant, Dental Laboratory Technician Assistant, Dental Office Manager, Dental Office Receptionist, Dental Sales Representative, Program of Study - SOAR, Sterilization Assistant

*This information is not auditable by the Office of Auditor General. I understand that this information will become part of my permanent file with Reading Muhlenberg CTC, 2615 Warren Rd., Reading, PA 19604. I also understand that this information will be forwarded to my home school district counseling office.

Student's Signature Date

Counselor's Signature Date

Instructor's Signature Date

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Pennsylvania State Board of Education, Chapter 4 Section 4.31(e) states that a student's record shall include the student's educational and occupational objectives. This form (PDE-408) or similar, locally developed form must be completed and signed each school year by the student enrolled in planned technical courses/instruction offered by the program and must be maintained in school files. The Office of the Auditor General will review student records to determine if the technical courses/instruction taken by the student coincide with the planned courses/instruction documented for the approved CTE program.

51.0601 Dental Assisting/Assistant
Health Dental Occupations

Introduction to Dental Assisting

Identify career: role function obligations and limitations of the dental care provider as a member of the dental team.
Define dental related terms and abbreviations
Practice appropriate personal hygiene dress practices personal qualities/characteristics

Apply Principles of Infection Control

Wash hands and follow gloving procedures.
Maintain asepsis to control the spread of infection.
Clean and prepare instruments for sterilization.
Use ultrasonic cleaner.
Use chemicals to sterilize and disinfect instruments.
Sterilize instruments using autoclave and maintain equipment.
Perform disinfection and sterilization procedures on dental equipment.
Comply with OSHA regulations in respect to dental occupations.
Use MSDS sheets to label appropriate materials.
Dispose of sharps infectious and hazardous wastes.
Maintain evacuation system.
Maintain dental handpieces.
Use infection control procedures to send/receive dental laboratory items.

Safety and Emergency Procedures

Use general safety standards.
Practice proper body mechanics
Perform CPR/AED procedures.
Prepare for medical emergencies.

Ethical/Legal Responsibilities

Practice legal and ethical standards of behavior and compliance including HIPPA policies.
Maintain acceptable personal hygiene and exhibit appropriate dress practices.

Anatomy and Physiology

Identify parts names shapes and surfaces of teeth.
Identify structures of oral cavity.
Describe basic head and neck anatomy.
Describe disturbances in dental development.
Identify landmarks and structures of the face.
Identify landmarks structures and normal tissues of the mouth.
Identify primary and permanent teeth - type anterior or posterior maxillary and mandibular.
Identify primary and permanent teeth using Universal Palmer and FDI Designation Systems.

Office Procedures

Utilize a computerized office management system to maintain patient records.
Process/maintain inventory system.
Process insurance claims and medical assistance forms.
Receive and dismiss patients and visitors.
Prepare correspondence.
Maintain correspondence file.
Communicate effectively with public patients and co-workers.
Schedule and maintain appointment book/daily schedule.

Pharmacology

Describe methods of pain anxiety control and pre-meds used in dentistry.
Use physicians desk reference (PDR) as a resource.
Recognize pharmacology terms and abbreviations related to the field of dentistry.

Radiology Skills

Describe history and principles of dental radiology.

Follow safety measures for radiographic examination.
Position patient for radiographic examination.

Select accessories for radiographic technique.
Select film size appropriate for patients mouth and indicate technique.
Maintain unexposed radiographic film storage.
Expose intra-oral radiographs using long-cone paralleling technique.
Develop radiographs.
Mount full-mouth series of radiographs.
Maintain radiographic records.
Duplicate dental radiographs.
Identify normal radiographic appearances of the teeth and jaws.
Evaluate dental radiographs for diagnostic quality.
Expose an intra-oral maxillary anterior and posterior occlusal radiograph.
Expose an intra-oral mandibular anterior and posterior occlusal radiograph.
Expose a panoramic radiograph.
Introduce students to computerized digital radiography.

Operative Dentistry (Chair Side Dentistry)

Seat/dismiss a patient including special needs and elderly.
Prepare and set up examination tray for appropriate procedure.
Record and chart oral conditions and vital signs.
Instruct and assist patient and oral hygiene and prevention techniques.
Take and record patients dental and medical histories.
Prepare set up and assist with oral prophylaxis tray.
Transfer instruments for four-handed dentistry.
Evacuate oral cavity.

Identify and transfer various types of dental hand instruments.
Prepare set up and assist with administration of topical and local anesthesia.
Identify/change burs in low and high speed hand pieces.
Prepare tofflemire matrix band.
Prepare set up and assist with amalgam restoration operative.
Prepare set up and assist with composite/resin restoration
Prepare set up and assist with pit and fissure sealants.
Prepare set up and assist with whitening and bleaching procedures.
Provide patients with preventive dentistry information.

Dental Materials

Mix and prepare various cements liners bases impression and desensitization materials.
Prepare set up for and take alginate impressions of the maxillary and mandibular arches.

Dental Laboratory Procedures

Pour an alginate impression with gypsum product.
Trim a maxillary and mandibular study cast.
Construct an upper and lower custom tray.
Polish full dentures/partial dentures.
Create a mouth guard using the dental omnivac.
Fabricate a temporary crown/provisional.
Prepare a bleaching tray.

Oral Surgery

Prepare set ups and assist with dental procedures.
Explain pre-operative and post-operative procedures to patient.

51.0601 Dental Assisting/Assistant
Health Dental Occupations

Periodontics

Record periodontal probings and periodontal findings.
Provide post-operative instruction for periodontal procedures.
Prepare set up for periodontal treatment.
Assist with periodontal procedures.

Prosthodontics

Prepare tray setup for fixed prosthetics.
Identify dental instruments and describe the total process of providing a fixed prosthesis for a patient.
Identify dental instruments and describe the total process of providing a removable prosthesis for a patient.
Give instructions regarding maintenance of fixed and removable prostheses.
Explain the concept of dental implants.

Endodontics

Describe the set up for endodontic procedures.
Describe the procedures involved in an endodontic treatment.

Certification

Prepare to obtain Radiation Safety and Health certification.
Prepare to obtain Dental Assisting National Board (DANB) certification.
Prepare to obtain CPR/AED certification.

Employability Skills

Establish career goals and develop a plan to meet goals.
Complete a job application.
Compose a resume, reference list and cover letter.
Prepare for a job interview.
Compose various employment letters, i.e. thank you and resignation.
Participate in online career search & develop online accounts.
Create a career portfolio.

PORTFOLIO

All students will be required to create a portfolio to showcase their accomplishments. A portfolio is a collection of work related to education, employment, and self-development.

The Portfolio will contain the following:

- a. Title Page
- b. Table of Contents
- c. Resume with Reference List
- d. Achievements-
 1. Awards
 2. Certifications
 3. Transcripts
 4. CTSO information
 5. PSC certificates (NOCTI)
- e. Skill Set
 1. Task List
 2. Certificate of Competency
- f. Work Samples
 1. Pictures
 2. Writing Samples
 3. Videos
- g. Other Related Information
 1. Computer Applications
 2. Community Activities
 3. Talents
 4. Sports
 5. Clubs

READING-MUHLENBERG CAREER & TECHNOLOGY CENTER

WORK BASED LEARNING Cooperative Education & Internships RULES / GUIDELINES

1. All Work Based Learning (WBL) students must have school WBL forms completed before starting the job/internship, and any student less than 18 years of age must also have a transferable work permit.
2. **ABSENT FROM SCHOOL????? – NO WORK!!!!!!!**
 - If you are absent from school in the morning, you may **NOT** go to work in the afternoon. **YOUR JOB IS PART OF YOUR SCHOOL DAY.** If you are at a **medical, social service, or court appointment** in the AM, you **may** go to work that day. However, you must bring a note **from the agency where you were**, to your attendance secretary, the next school day.
 - If you are ill, **YOU** must call your employer to inform him/her that you will not be reporting for work.
 - **IMPORTANT:** If your name is going to appear, for any reason, on your sending school absentee list, you must also **report off to Mrs. Albarran @ 610-921-7301. Failure to report off will result in removal from WBL.**
 - If **school is closed** for a holiday, in-service day, or a snow day, you **DO** go to work on those days, if you are scheduled.
 - If you are suspended **out of school** you may not work at your WBL job. This includes jobs that are scheduled with after school hours.
 - **REPETITIVE ABSENCES** at school or work will result in your removal from Work Based Learning.
3. All WBL students are required to **report to the CTC every Monday.** Any additional classroom time is at the discretion of your program area teacher. You are responsible for communicating this to your employer. On the **first Monday of each month**, immediately upon arrival, report directly to **Student Services**, where you will sign in with Mrs. Baller. Co-op students will record hours and earnings, and then return to your program area for the remainder of the school day. **Don't forget to bring your check stubs to record your hours and earnings!** Internship students will record hours. **If you miss two Monday meetings, you will be removed from WBL.**
 - Any violations of these rules will result in the following **discipline action:**
 - 1ST violation – VERBAL WARNING**
 - 2nd violation – REMOVAL FROM WORK BASED LEARNING**
6. When at work you are guided by and are responsible to your employer. Be sure to follow all of the Employers' rules and regulations because you will be terminated for the same reasons as any other employee.
7. If your work experience is terminated for any reason, you must return to school the next day, and inform your CTC teacher and the Work Based Learning Coordinator.
8. If you wish to terminate your employment, you must discuss this with your teacher and the Work Based Learning Coordinator, and leave the job properly by giving the employer a two-week notice and a letter of resignation.
9. If you have any questions concerning the rules and guidelines of Work Based Learning, please contact the WBL coordinator at 610-921-7337.

STUDENT SIGNATURE

PARENT/GUARDIAN SIGNATURE

Articulation Agreements

The Reading Muhlenberg Career and Technology Center has agreements with the following:

Berks Technical Institute

Commonwealth Technical Institute

Harcum College

Lackawanna College

Lincoln Technical Institute

McCann's School of Business

Mercyhurst University

Penn College of Technology

Pennsylvania Institute of Technology

STUDENTS OCCUPATIONALLY & ACADEMICALLY READY



- *Earn college credits which will save you money on tuition*
 - *Shorten college attendance*
 - *Get on the right career path*
 - *Enter the job market prepared*
 - *Get a consistent education*
- *See your CTC School Counselor for More Information*

TO QUALIFY CTC STUDENTS MUST:

1. Earn a high school diploma, achieve a minimum 2.5 GPA on a 4.0 scale in your CTC program and complete the PDE approved Program of Study.
2. Earn the industry certifications offered by your program (if applicable).
3. Achieve Competent or Advanced on the NOCTI End of Program Assessment.
4. Achieve proficiency on ALL of the Program of Study Competency Task List.
5. Provide documentation to Postsecondary Institution that you have met all of the requirements!

Find out more about the colleges offering course credits you can earn while attending RMCTC. Go to collegetransfer.net, search: PA Bureau of CTE SOAR Programs, and find your program by CIP Code.



**To receive college credits, qualifying students have three years from their date of graduation to apply and matriculate into the related career and technical program at a partnering institution.*

Program Planning Tool

Program Title: CIP 51.0601 HEALTH - DENTAL OCCUPATIONS

Student Name: _____

This document has been designed as a tool to facilitate student placement decisions and provides important information about the program. The chart on the reverse side is designed to assist in the identification of necessary skills, present educational levels, and supports, if any, that are needed to foster program success.

Program Completion Requirements

A successful student will...

- Secondary Academic Course Requirements: The PA Dept. of Education's focus is to ensure every student is college and career ready, therefore all students are recommended to follow a college prep sequence of academic classes. Courses such as applied math or general science are not appropriate for this program. PDE's goal is to have all students perform at the competent or advanced level on the Keystone Exams and Program of Study end-of-program assessment (NOCTI).
- Complete an Occupational Competency Assessment (i.e. NOCTI end-of-program exam) and score at the "competent" or "advanced" level. This end-of-program exam will cover the full scope of the program of study curriculum and includes (1) a multiple choice test and (2) a performance test consisting of occupational related tasks scored and evaluated by industry judges. .
- Earn a minimum of one industry recognized certification. Students will be encouraged and expected to earn all recognized industry certifications that make up the scope of the curriculum. Accommodations are not permitted for industry certifications. These include: BLS Healthcare Provider (CPR w/AED)
- Complete the approved program curriculum and earn a minimum of one RMCTC Job Title aligned with the student's career objective. Job titles are identified on the program task list, aligned with local workforce needs and high priority employment occupations, and annually reviewed and approved by the program's occupational advisory committee.
- Successful completion of Keystone Exams as determined by sending school district.
- Maintain a 95% attendance rate or better.
- Transition on to a post-secondary institution, military or related fulltime employment aligned to their CTC program of study.

Instructional Process/Specifications

A successful student will...

- Perform a wide variety of tasks in a clinical environment with equipment consistent with dental standards. After receiving applicable instructions/demonstrations, the students will progress through the use of learning guides.
- Students will be participating in clinical experiences where they will be exposed to human body fluids and will be required to wear gloves and masks to protect themselves from possible viruses and infectious diseases, such as hepatitis. Students will be taught to properly dispose of sharp, infectious, and hazardous waste. Strict adherence to sterilization and disinfecting procedures must be followed to insure safety to self and others.
- Participate in classroom theory and clinical skills for generally 2 ½ hours each day; students will spend 50% of their time in classroom theory and 50% of their time doing laboratory applications and live work.
- Complete written and performance tests. Students will be evaluated at least twice a week in each of these areas according to established rubrics and checklists. Progress is measured daily in the areas of knowledge, skills, and work ethic.
- Read and study textbooks/supplemental material. Material is written at a 12th grade or post-secondary level.
- Complete homework on time. Homework is in the form of chapter, workbook and/or worksheet assignments. In addition, research papers, writing assignments, and leadership projects are required.
- Participate in Career & Technical Student Organizations including HOSA, SkillsUSA and/or National Technical Honor Society.
- Participate in a paid or unpaid work based learning related to the Program of Study (cooperative education, clinical internship, and/or job shadowing).
- Purchase appropriate work and safety attire, tools, and equipment. Following is an estimated breakdown of costs:
 - UNIFORM: \$70 – scrubs/shoes/ lab coat, \$10-\$30 – watch w/second hand.

Program Planning Tool

CTE Requirements	Present Educational Ability/Level	Support Needs
<p>Program Completion – Strong self-determination skills and understanding of personal strengths and weaknesses. Ability to meet industry established standards of performance, complete the program of study without curriculum modifications, and earn industry certifications without testing accommodations.</p>		
<p>Reading and Language Arts Level- Text and manuals written on a 12th grade reading level. Proficient on end-of-course exam (Keystone). Understanding written sentences and paragraphs in work related documents. Oral expression, oral comprehension, written expression.</p>		
<p>Math Level - At grade level and proficient on end-of-course exam (Keystone). Knowledge of arithmetic, algebra, geometry and their applications. Proficient with ratio and proportions (medical dosages).</p>		
<p>Aptitude – Depth perception, attention to detail, critical thinking, dependability, cooperation, self-control, social orientation, integrity, initiative, stress tolerance, concern for others, active listening, selective attention, problem solving and troubleshooting skills.</p>		
<p>Safety & Physical – Stamina (ability to focus at work station for long periods of time) Arm-hand steadiness, finger dexterity, manual dexterity, trunk strength (ability to use your abdominal and lower back muscles to support part of the body repeatedly or continuously over time without fatiguing), multi-limb coordination, hand-eye coordination. Physical strength required to lift patients for transfer.</p>		
<p>Interpersonal/ Social – Assisting and caring for others, provide emotional support, ability to work independently and in a team, communication with supervisors, peers and patients, establishing and maintaining interpersonal relationships.</p>		
<p>Other Occupational/Program Considerations – Willingness to study outside of class, intensive memorization of medical and dental processes and vocabulary (medical terminology & anatomy and physiology), strong written and verbal communications skills, strong attention to details, ability to following detailed directions and protocols with accuracy . Focused on working closely with the public. Not disturbed by incidences, such as surgeries, injections, dental procedures, and traumatic situations and a willingness to safely handle various bodily fluids and medical waste.</p>		

Scope and Sequence Health Dental Occupations 51.0601

Academic Subjects – Career success and postsecondary education success require the same level of college prep coursework. The Pennsylvania Department of Education’s (PDE) focus is to ensure that every student is prepared for college and a career. Academic courses such as applied math or general science cannot be listed on the program’s scope and sequence. PDE’s goal is to have all students perform at the competent or advanced level on the PSSA, and earn the Pennsylvania Skills Certificate on the end-of-program assessment.

Subject (Hours)	Secondary School				Postsecondary Institution			
	Grade 9 (Hours)	Grade 10 (Hours)	Grade 11 (Hours)	Grade 12 (Hours)	First Semester	Second Semester	Third Semester	Fourth Semester
Technical		Intro Dental Assisting	Office Procedures	Operative Dentistry (Chair Side Dentistry)	BIO 115 Human Anatomy and Physiology 1	BIO 125 Human Anatomy and Physiology II	BIO 201 Microbiology	
		Principles of Infection Control	Pharmacology	Oral Surgery				
		Safety & Emergency Procedures	Radiology Skills	Periodontics				
		Ethical/Legal Responsibilities	Dental Materials	Prosthodontics				
		Anatomy & Physiology	Dental Laboratory Procedures	Endodontics				
		Employability Skills	Employability Skills	Certification				
				Employability Skills				
English	College Prep English 9	College Prep English 10	College Prep English 11	College Prep English 12				
Math	Algebra I	Algebra II	Geometry	Trigonometry				
Science	Accelerated Integrated Science	Biology	Chemistry	Physics				
Humanities	Citizenship	World Cultures	American History I	American Government	PSY 111 Psychology	PSY 203 Developmental Psychology		Soc 111 Intro to Sociology
Other	Physical Education	Physical Education	Physical Education	Physical Education			FIT Elective, Fitness	
	Health	Health	Health	Health			NUR 219 Adult Medical – Surgical Nursing II	NUR 280 Childbearing, Nursing

CAREER & TECHNICAL STUDENT ORGANIZATIONS (CTSO)

All students enrolled in Reading Muhlenberg Career & Technology Center have the opportunity to participate in at least one Career & Technical Student Organization (CTSO) while enrolled at the CTC. Students who become members in these co-curricular organizations have the opportunity to participate in team building, leadership, community service and social events.

Students also have the opportunity to attend skill competitions where the skills they have learned are "put to the test" against other competitors. These competitions include testing of knowledge and hands-on skills in a variety of trade and leadership events. Students who are fortunate enough to win their events at a district or state competition are able to compete at the national level and travel to locations such as Louisville, KY, Kansas City, MO, San Diego, CA, Orlando, FL, and Cleveland, OH.

Health Occupation Students of America (HOSA)



www.hosa.org

HOSA, a co-curricular club, is a health career organization of which all Health Science Technology and Public Safety & Security students may become a member. Our students become members of the state and national organizations that "promote careers in healthcare", while allowing them to practice leadership and interpersonal skills through competition. Our local chapters, HOSA Pioneer, HOSA Heritage, HOSA Pride, HOSA Freedom, and HOSA Heros are very involved in service to the school and community. Two officer teams, one a.m. and one p.m., head the local chapters under the direction and guidance of their respective advisor.

SkillsUSA



<http://skillsusa.org>

SkillsUSA is a national organization of students, teachers and industry representatives who are working together to prepare students for careers in technical, skilled and service occupations. SkillsUSA provides quality education experiences for students in leadership, teamwork, citizenship and character development. It builds and reinforces self-confidence, work attitudes and communications skills. It emphasizes total quality at work, high ethical standards, superior work skills, life-long education, and pride in the dignity of work. SkillsUSA also promotes understanding of the free-enterprise system and involvement in community service.

National Technical Honor Society (NTHS)



www.nths.org

NTHS is the acknowledged leader in the recognition of outstanding student achievement in career and technical education. Over 2000 schools and colleges throughout the U.S. and its territories are affiliated with the NTHS. Member schools agree that NTHS encourages higher scholastic achievement, cultivates a desire for personal excellence, and helps top students find success in today's highly competitive workplace.

NTHS members receive: the NTHS membership certificate, pin, card, window decal, white tassel, official NTHS diploma seal, and three personal letters of recommendation for employment, college admission, or scholarships. Students will have access to our online career center including these valuable services: MonsterTRAK, Wells Fargo, Career Safe, and Career Key.

Certificate of Competence

*Awarded
May 26, 2015*

This is to verify that

Has met the standards of competence in the

Curriculum by completing the following job title(s)

Herald P. Witmer Jr.

Director

Teacher