



Dental Assisting Application Checklist

We are excited to assist you in applying for the CEI Dental Assisting program! Follow the step by step guide to apply for the Intermediate Technical Certificate for Dental Assisting.

This program admits new students on the following schedule:

- 16 students admitted every fall semester
- Applications **due July 1st**
- Select the semester and year you would like to **START** the program when completing your application

New CEI Student Enrollment:

- Complete a CEI admission application:
 - Submit required admission documentation
 - Complete placement scores (if applicable)
- Students must qualify for a GEM English course or discuss qualifications with an admissions counselor. Contact CEI Admissions at 208-524-3000 Ext. 4.
- Complete and submit the online Dental Assisting Professional Application.
 - Application is due **July 1st**.
 - <https://cei.elluciancrmrecruit.com/Apply/Account/Login?ReturnUrl=%2fApply>

Contact CEI Admissions at 208-524-3000 Ext. 4 for CEI enrollment assistance or program questions.

Current CEI Student Enrollment:

- Meet with an admissions counselor for guidance and application process. Contact CEI Admissions at 208-524-3000 Ext. 4.
- Students must qualify for a GEM English course or discuss qualifications with an admissions counselor. Contact CEI Admissions at 208-524-3000 Ext. 4.
- Complete and submit the online Dental Assisting Professional Application.
 - Application is due **July 1st**.
 - <https://cei.elluciancrmrecruit.com/Apply/Account/Login?ReturnUrl=%2fApply>

The application is available all year for submission. Make sure to select the semester you would like to **START** the program on your application and **apply by July 1st** of that year. Review of your application does not guarantee a spot in the program. Applicants must reapply each period if not accepted into the Dental Assisting program. Applications will be reviewed after all admission requirements are met. Application notices will be sent out via email.

Please reach out to Rebecca.Killion@cei.edu if you are having issues with your application or login.



Post Acceptance Paperwork

Once you receive notice that you are accepted into the professional portion of the Dental Assisting Program, the following documentation will be **due August 1st**:

Background Check

Upload copy of completed Pre-Check background check completed on or after January 1st of application year

Background checks must be completed by Pre-Check. No other background checks accepted. Directions to complete the background check are located on the CEI Dental Assisting webpage. **It is strongly encouraged to start the background check no less than one month before deadline.**

BLS CPR Certification

A current "Official" American Heart Association **OR** American Red Cross BLS for Healthcare Providers card is required. This will be offered during class time.

Dental Observation Form

Accepted students are required to do 4 hours of dental observation at the dental clinic of their choice. The form is located on the CEI Dental Assisting webpage.

- <https://cei.edu/falcons/resources/programs/dentalobservation.pdf>

Health Insurance

- Proof of health insurance coverage is required. You must remain insured while in the professional portion of the Dental Assisting program. If your insurance coverage changes, you are required to update your information ASAP.

Immunization Record

You will want to begin the immunization process as soon as possible. The required immunizations may take up to eight months to complete.

- Hep B (3 shots) or positive/reactive titer (series must be started by August 1st)
- MMR (2 shots) or positive/reactive titers
- Tdap (1 shot) – Expires 10 years from date received
- Varicella (2 shots) or positive/reactive titer
- Flu shot – Due October 1st for current flu season

Immunizations must be on an IRIS report. You can obtain the report from Eastern Idaho Public Health Department. You may be charged a \$10 fee to add immunizations to your record or update it.

TB Test

- PPD skin test dated on or after January 1st of application year.

Directions will be provided in the acceptance letter on how to submit all of the post-acceptance documentation. There is a fee of \$39.50 to register for the electronic student paperwork program.