

ADS

MASSACHUSETTS
DENTAL SOCIETY

presenting  YANKEE® since 1976

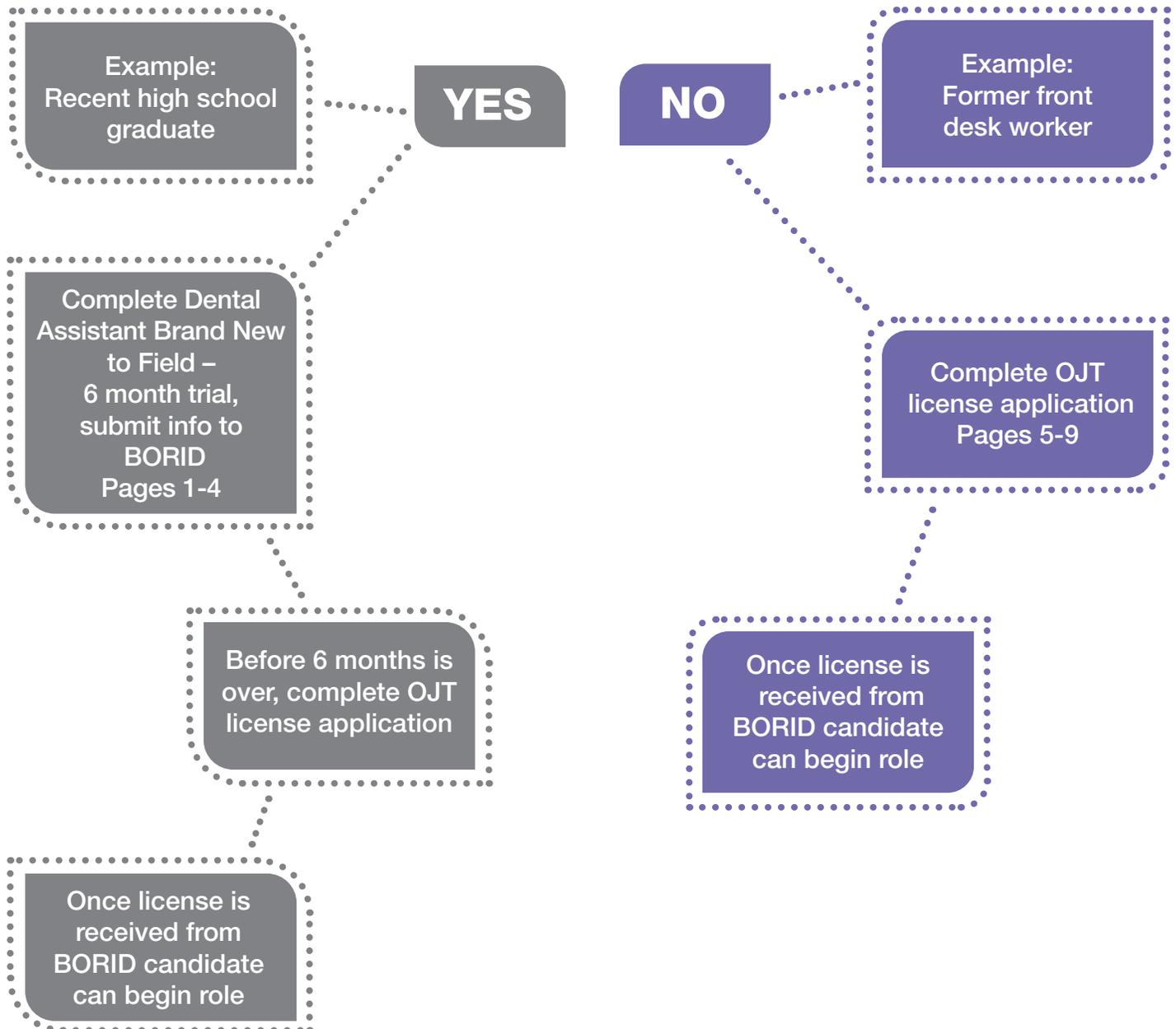
Dental Assistant QUICK REFERENCE GUIDE



Hiring OJT

Answer following question:

Is candidate new to dentistry field?



Dental Assistant Brand New to Dentistry On-the-Job Training Quick Reference Guide

RECRUITMENT

Need to hire a dental assistant but cannot find a candidate who is an experienced dental assistant? Consider hiring someone who is brand new to the field. Your candidate needs to be at least 18 years of age or older, not previously licensed or registered as a dentist, dental hygienist, or dental assistant, and not in violation of any rule or regulation adopted by the Board of Registration in Dentistry (BORID). This candidate may practice as a dental assistant under the supervision of a Massachusetts licensed dentist without being registered by BORID for a preliminary, one-time period of up to six consecutive months to commence from the beginning of the initial period of on-the-job (OJT) training.

Once you have found your candidate, follow these steps.

STEP 1: Complete Course Requirements

Prior to commencement of unlicensed on-the-job training, the prospective dental assistant must complete the following courses:

- CDC Guidelines CPR/BLS with hands-on component
- CDC guidelines of infection control

Check for course offerings hosted by the MDS: www.massdental.org/Learning/MDS-Webinars

If you still need help finding a course, call the MDS Member Assistance Center (MAC) at 800.342.8747.

STEP 2: Notify BORID of On-the-Job Training

You must notify BORID of the candidate's intent to commence such training prior to starting the position by completing a Notice of Intent form prescribed by BORID. The form must be submitted to BORID with the following documentation:

- A complete, accurate, signed, and notarized Notice of Intent form
- Attestation that the applicant named in the Notice of Intent has never practiced or been licensed as a dentist, dental hygienist, or dental assistant
- Certification by the supervising dentist that such dentist is licensed to practice dentistry, is responsible for supervising the person named in the Notice of Intent, and has verified that the applicant has completed education in CDC Guidelines and is not in violation of any rule or regulation adopted by BORID
- Date when the six-month, non-licensed, on-the-job training period will start

Dental Assistant Brand New to Dentistry On-the-Job Training Quick Reference Guide

STEP 3: Take Ethics and Jurisprudence Exam

All dental assistant applicants seeking to become licensed in Massachusetts must take and pass BORID's ethics and jurisprudence exam for dental assistants. To pass this exam, all dental assistants must score 75% or higher (15 correct answers out of 20 questions).

To request a copy of the dental assistant ethics and jurisprudence exam, the applicant must send an email to BORID at dentistry.admin@state.ma.us. A copy of the exam will be sent to the applicant as an email attachment.

STEP 4: Notify BORID of Radiology Certification Status

The supervising dentist must send the completed form to BORID stating that the applicant does not have radiology (X-ray) certification and will not expose radiographs until certification is acquired.

STEP 5: Request Extension of On-the-Job Training (Optional)

Upon receipt of a written request, BORID may extend the on-the-job training period for up to an additional six months for a dental assistant who is enrolled in a program of professional educational training for dental assistants offered by a college, university, or dental school authorized to confer degrees or by another dental institution or association recognized by BORID. The written request must be submitted on a form provided by BORID and include the following:

- Name and signature of the supervising dentist responsible for the on-the-job training of the dental assistant; and
- Proof satisfactory to BORID of the candidate's enrollment in an OJT dental assisting program that meets the requirements for licensure pursuant to 234 CMR 4.11(3)

STEP 6: Complete Application/Licensing Process

The applicant must complete the OJT licensing process (www.mass.gov/how-to/apply-for-a-dental-assistant-license) within six months of start date.

.....

Notification of Intent to Enter Dental Assisting Field as On-the-Job Trainee (OJT)

This form must be submitted to Board of Registration in Dentistry prior to starting training.

OJT candidate name: _____

OJT email: _____

OJT Start Date (do not start before submitting to BORID): _____

Supervising dentist name: _____

Supervising dentist's license number: _____

Supervising dentist email: _____

Supervising dentist phone: _____

The following must be completed by supervising dentist:

- I attest the applicant has never practiced or been licensed as a dentist, dental hygienist, or dental assistant
- Verification applicant has completed CDC Guidelines for Infection control in Dental Health-care Setting course
- Verification applicant has completed BLS CPR class

Supervising Dentist Signature: _____ Date: _____

Applicant Signature: _____ Date: _____

Notarized signature and seal: _____ Date: _____

Mail completed, notarized form to:
Board of Registration in Dentistry
239 Causeway Street Suite 500
Boston, MA 02114

**Keep copy of form
for your records.**



Will Not Expose Radiograph Form

On-the-job dental assistant trainee is not eligible to take radiographs until completion of a radiology course approved by BORID. Supervising dentist must attest to adhering to this policy and send completed form to BORID.

This form must be submitted to Board of Registration in Dentistry prior to starting training.

OJT candidate name: _____

OJT email: _____

OJT Start Date (do not start before submitting to BORID): _____

Supervising dentist name: _____

Supervising dentist's license number: _____

Supervising dentist email: _____

Supervising dentist phone: _____

The following must be completed by supervising dentist:

I attest the applicant will not be exposing radiographs until certification is acquired

Supervising Dentist Signature: _____ Date: _____

Applicant Signature: _____ Date: _____

Notarized signature and seal: _____ Date: _____

Mail completed, notarized form to:
Board of Registration in Dentistry
239 Causeway Street Suite 500
Boston, MA 02114

**Keep copy of form
for your records.**



On-the-Job Trained Dental Assistant Licensing Process

RECRUITMENT

Need to hire a dental assistant but cannot find a candidate who is already working in the profession? Consider hiring someone you can train on the job. Your candidate needs to be at least 18 years of age or older, of good moral character, not licensed as a dentist or dental hygienist, and have submitted the following information and documentation to the Board of Registration in Dentistry (BORID).

Once you have found your candidate, follow these steps.

LICENSING PROCESS

All on-the-job training (OJT) candidates must be licensed by BORID prior to starting the position. To apply for a license, go to www.mass.gov/how-to/apply-for-a-dental-assistant-license.

Prior to applying, OJT candidates must read, understand, and agree to comply with The Policy on Principles of Ethics and Code of Professional Conduct, published by the American Dental Assistants Association.

www.ada.org/en/about-the-ada/principles-of-ethics-code-of-professional-conduct

STEP 1: Gather Documentation

Gather the documentation the candidate will need to attach to the application. They will need the following:

- **Either one of the following documents:**
 - Current certification in American Red Cross Cardiopulmonary Resuscitation/ Automated External Defibrillation for the Professional Rescuer (CPR/AED), or
 - Current certification in the American Heart Association Basic Life Support for Healthcare Providers (BLS)
- **Certified letters of standing**
 - If you have ever been licensed to practice dental assisting, dental hygiene, or dentistry in another jurisdiction, then you need to provide official verification of professional licensure from each state or jurisdiction in which you now hold, or ever have held, a license
 - The official letter must include the current status of your license, license number, the official seal and signature of the jurisdiction's licensing board, and any disciplinary action taken

Note: *Photocopies or screenshots of a license are not acceptable*

On-the-Job Trained Dental Assistant Licensing Process

- **Statement of disciplinary, civil and/or criminal action**
 - If applicable, you must provide a statement disclosing any disciplinary, civil, and/or criminal action taken against you any time before the date of application. You do not have to provide information regarding any court-sealed criminal matter
 - BORID may require you to provide supporting documentation. This may include certified copies of court document(s) about any out-of-state criminal action
- **A photo of yourself**
 - You will need to attach, where indicated, a color photograph, passport-size (2" x 2") or larger
- **Good moral character documentation**
 - You will answer questions on the application related to your moral character
 - If you answer "yes" to any of these questions, you may have to provide more documentation explaining why you answered "yes"
- **Affidavit**
 - You must sign the affidavit on the application and have it witnessed by a Notary Public
- **Answer Sheet from the Dental Assistant Ethics and Jurisprudence Exam**

STEP 2: Take Ethics and Jurisprudence Exam

All dental assistant applicants seeking to become licensed in Massachusetts must take and pass BORID's ethics and jurisprudence exam for dental assistants. To pass this exam, all dental assistants must score 75% or higher (15 correct answers out of 20 questions).

To request a copy of the dental assistant ethics and jurisprudence exam, the applicant must send an email to BORID at dentistry.admin@state.ma.us. A copy of the exam will be sent to the applicant as an email attachment.

STEP 3: Complete Criminal Offender Record Information (CORI) Acknowledgment Form

The CORI form (www.mass.gov/doc/acknowledgement-form-borid/download) must be signed in person and witnessed by either a Bureau of Health Professions Licensure (BHPL) employee at the BORID office or a Notary Public.

The BPHL employee or Notary Public must verify your identity through acceptable identification.

On-the-Job Trained Dental Assistant Licensing Process

STEP 4: Complete Course Requirements

OJT candidates must have recently completed the following courses before starting the on-the-job training:

- CDC Guidelines CPR/BLS with hands-on component
- CDC guidelines of infection control

Check for course offerings hosted by the MDS: www.massdental.org/Learning/MDS-Webinars
If you still need help finding a course, call the MDS Member Assistance Center (MAC) at 800.342.8747.

STEP 5: Complete Radiology Certification (optional)

In order to become certified in exposing radiographs (X-rays), OJT candidates must provide proof of one of the following:

- The successful completion of a BORID-approved course on radiological techniques and safeguards; or
- A passing score on the DANB Radiation Health and Safety Examination; or
- The successful completion of the Massachusetts Dental Society Dental Radiology program

If you still need help finding a radiology certification course, call the MDS Member Assistance Center (MAC) at 800.342.8747.

STEP 6: Complete the Application

Now that your candidate has gathered the appropriate documents, passed the taken your required course, and obtained notarization for the forms, they may complete the application: www.mass.gov/doc/initial-dental-assistant-licensure-application-3/download

Applications may be submitted online or by mail.

Online application: onlineservices.hhs.state.ma.us/MyLicense%20Enterprise/

Print application: www.mass.gov/how-to/apply-for-a-dental-assistant-license

STEP 7: Pay Fee

The \$60 initial fee for an OJT dental assistant licenses may be paid by personal check, business check, or money order. It must be made payable to the Commonwealth of Massachusetts.

All fees are non-refundable and non-transferable. Do not staple payment to application.