

ADS

MASSACHUSETTS
DENTAL SOCIETY

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Application Guide



ON THE JOB TRAINING PROGRAM FLOWCHART

ARE YOU NEW TO DENTISTRY?

YES

File Notice of Intent Form

START IMMEDIATELY

Complete Coursework & File
Licence Application
within 6 months

**IF LICENCED BY 6 MONTHS
CONTINUE WORKING**

(If not licensed by 6 months STOP WORKING until licensed)

NO

Complete Coursework & File
Licence Application

**START ONCE
LICENSE RECEIVED**

***You Must be 18 Yrs Old to be a Dental Assistant**

REGISTRATION GUIDE

On-the-Job Trainee (OJT) Dental Assistant

RECRUITMENT

A candidate must:

- Be 18 years of age or older
- Have a Social Security Number

2 OJT PATHWAYS EXIST:

1. QUICK START OJT (candidates that have never worked in dentistry)

A candidate may start assisting upon submitting:

- Notice of Intent (NOI) to BORID - creates a 6-month waiver of DA registration
 - o Complete/Submit NOI Form (page 3) to BORID.
 - o Allowed only for OJT candidates that have never worked in any dental office position (even front desk).
 - o These OJT's must complete the registration steps A & B (outlined below) before the expiration of the 6-month NOI waiver period.

2. REGISTRATION AS OJT (candidates that have worked in dentistry before)

A candidate must wait for license after:

- **STEP A:** Take required BORID courses:
 - o Hands on CPR/BLS Course
 - o Online Infection Control Course
 - o Online Jurisprudence Exam (75% minimum score)
 - o Optional Radiology Course (waived by indicating DA will not take radiographs)
- **STEP B:** Submit Dental Assistant Application to BORID

STEP A: TAKING REQUIRED BORID COURSES:

- **HANDS ON CPR/BLS COURSE**
 - o Find a local course near you at massdentalassisting.org/training
- **ONLINE INFECTION CONTROL COURSE**
 - o Take this free course: <https://www.train.org/cdctrain/course/1092544/details>
- **ONLINE JURISPRUDENCE EXAM (20 QUESTIONS - 75% MINIMUM SCORE)**
 - o Request an exam by email BORID at admin@state.ma.us.

continued on next page

REGISTRATION GUIDE

On-the-Job Trainee (OJT) Dental Assistant

- **OPTIONAL RADIOLOGY COURSE**

- o Take one of these courses:

- Boston University Dental School - Continuing Education

- gsdmce@bu.edu

- Tel: (617) 358-6882

- Springfield Technical Community College

- workforcetraining@stcc.edu

- Tel: 413-755-4225

- <https://studentwebsvr.stcc.edu:9016/Student/InstantEnrollment/Search?keyword=WDEN-001>

- DANB's Radiation Health and Safety (RHS) exam: <https://www.danb.org/exams/exam/rhs-exam>

- o Or submit radiology waiver form (see page 4)

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 B: SUBMIT DENTAL ASSISTANT APPLICATION TO BORID:

Complete the OJT licensing process at:

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

- Pay \$60 fee.

- Note that a CORI check is done by BORID before issuing licenses.

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Notice of Intent On-the-Job Trainee (OJT) Dental Assistant

**Applicants must be over 18, and must have a Social Security number.
Submit this form 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
- I attest the applicant has completed CDC Guidelines for Infection control in Dental Health-care Setting course
- I attest the 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.**



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Attestation Form

DA Will Not Expose Radiographs

A Dental Assistant is prohibited from taking radiographs if a BORID approved radiology course has not been completed.

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.**