



Dear Sponsoring Dentist,

Thank you for your consideration in sponsoring a student in the Vancouver Community College (VCC) Certified Dental Assisting Online Program.

The program is comprised of thirteen theory and three clinical courses. Theory courses are delivered online and supplemented by textbook readings and other engaging learning activities. Throughout the program, students will be supported and mentored by an instructor via email/zoom/telephone. Final exams are administered and invigilated online at the end of each course.

The courses are developed with assignments and activities that will help integrate theory with their in-office practice. Students must meet the program criteria of, either working or volunteering in the “clinical setting” of a dental office, for a minimum of 14 hours per week. Since our students are learning online and do not attend regular clinical sessions at the college, we look to the sponsoring dentist as a partner to provide the clinical setting for their experiential learning. The student should spend most of their time with chairside assisting, patient management, infection control and learning clinical procedures. As they progress through the theory courses, they will bring more skills and knowledge of “dental assisting practice” to enhance their participation in your clinic. The more practical experience a student gets in the dental office will greatly improve their success in clinical courses.

Each student is required to have a document signed by a sponsoring dentist indicating work experience as well as an agreement to assist the student with access to the dental office environment and procedures. If the sponsorship of the students comes to an end, please inform the program immediately.

There are three clinical sessions held at VCC’s downtown campus that allow for calibrated evaluation of the provincial competencies. Dental radiography clinical is 3 days, Clinic 1- 5 days, and Clinic 2- 9 days.

The responsibility of the sponsoring dentist is not onerous and does not require unreasonable amounts of time or additional expenses. The partnership that develops between dentist and assistant enhances the work environment emphasizing attitude, efficiency and enjoyment. For the BCCOHP *Guide to CDA Services* please visit the BCCOHP website at www.oralhealthbc.ca.

If you have further questions regarding this program or the responsibilities of the sponsoring dentist, please do not hesitate to contact cdaonline@VCC.ca.

Thank you,

The CDA Online Team

VCC Certified Dental Assisting Online Program Sponsoring Dentist Agreement

Please provide the following information including signatures (Employer and Student).

Student Name: _____

Address: _____

Phone Number: _____

Email: _____ (Student number) _____

Do you hold the BCCOHP Provincial Radiography Certificate? Yes ☐ No ☐

Student Signature: _____

General Practice Dental Office

Employer: Dr. _____

Address: _____

Phone: () _____ Email: _____

Please indicate if this individual is

- ☐ Employed
- ☐ Volunteering

Commencement of position: Year () Month ()

Number of "clinical practice"* hours per week: _____ (Mandatory minimum of 14 hours* per week)

*includes chairside assisting, patient management, infection control, observing and participating in clinical procedures and protocols

* 14 hours can be set up as 7-hour days or separated to shorter times such as 3 hours daily for 5 days etc.

I certify that this applicant is currently working/ volunteering in my general practice dental office as indicated. As sponsoring dentist, I understand that the student requires access to materials and time to perform practical and clinical assignments.

(BCCOHP License No. or relevant province #). (Date)

(Dentist's signature)

Please email back to: cdaonline@vcc.ca

Insurance coverage and liability.

As a sponsoring dentist you will either have a student as a volunteer or an employee. A Volunteer CDA Online student is covered by WCB through Vancouver Community College as this is considered assigned work experience, a component of the program which is sanctioned by the institution. If the student is an employee of the dental office the worker is covered by the dental offices WCB coverage.