Dental Assisting
Program Admission Application Packet (Adults)

Step 1 – Determine whether you need to test
https://www.otech.edu/future-students/assessment

If you need to test, you may schedule an appointment by calling (801) 395-3742 or scheduling online. If you are submitting alternate documentation to waive testing, please submit your documentation to the Enrollment Office.

Step 2 – Complete the online College Admissions Application
https://portal.otech.edu/Portal/Student/Application

Step 3 – Complete the online Campus Orientation
https://www.otech.edu/current-students/new-student-orientation/

Step 4 – Complete the online Dental Assisting Program Orientation
https://www.otech.edu/dental-assisting/

Step 5 – Complete Program Specific Admissions Requirements

☐ Sign the Background Check Notification (pg. 2)
☐ Complete Background Check (pg. 3 – Completed Background Check must be submitted prior to enrollment.)
☐ Submit an official college or high school transcript to the enrollment office to waive testing or receive transfer credit.

Step 6 – Submit documentation to the pre-enrollment advisor
rebecca.mitchell@otech.edu

Step 7 – Call or visit the enrollment office to enroll

Once you’ve completed this checklist and the pre-enrollment advisor has authorized your enrollment, you will need to call or visit the enrollment office to enroll.

Questions?

If you have questions about the program or the application process, please contact Rebecca Mitchell: rebecca.mitchell@otech.edu.

If would like to make an appointment with Rebecca to discuss the program or ask questions, use this link: https://otech.as.me/rebecca-mitchell
Students entering a Health Occupations Program at the Ogden-Weber Technical College (OWTC) are required to complete a background check.

- All Students must complete a Criminal Background Check application no later than the first day of class.
- Any charge incurred in the last 7 years will show up on the background check.
- Many states, including Utah, do not seal juvenile records.
- Any misdemeanor or felony conviction on your record may negatively impact your chances of completing the program and being placed at an externship/clinical site.
- The OWTC is required to notify externship/clinical sites prior to placement if a student has a criminal record.
- Externship/clinical sites may request a copy of students’ background check results prior to externship or clinical rotation approval. Background check results will be submitted to potential externship sites as requested.
- An adverse finding on a criminal background check may inhibit a student’s ability to obtain employment and/or obtain certification/licensure in a health occupation.
- There will be no tuition or fee refund for students who are unable to complete the program due to their criminal record.
- Prospective students with a criminal record are strongly encouraged to contact the Program Coordinator prior to enrolling.
- Students must notify the Program Coordinator if new criminal charges are incurred any time after the initial background check. The student may be required to obtain a second criminal background check.
- In keeping with the program’s due process policies, if a student disagrees with the accuracy of the information obtained, he/she may request a meeting with the Program Coordinator to discuss their concerns.

I have read, understand, and agree with the information presented above.

______________________________  ____________________________
Student Signature                              Date

______________________________  ____________________________
Parent Signature (if student is a minor)        Date

Updated 05/2020
Complete Background check through Tiburon XChange LLC:

Follow the instructions below to request and complete your background check. **Confirmation of background check submission must be submitted to Johna Howard prior to enrollment.**

**Step 1** - Review and sign the Health Occupations Background Check Notification (pg. 3)

**Step 2** - Pay for and complete the Student Intern Check Background Check by Tiburon XChange LLC following the instructions below:

*Additional information regarding Tiburon XChange LLC and this background check can be found on their website: [http://www.tiburon-enterprises.com/services/student-intern-check-background-check.html](http://www.tiburon-enterprises.com/services/student-intern-check-background-check.html).*

1. Go to: [https://fs19.formsite.com/zu9lD0/kyt6vhdj6i/index.html](https://fs19.formsite.com/zu9lD0/kyt6vhdj6i/index.html)

2. Fill in the Company/School information and the Personal Information (any item with a * is required).
   
   • **Company/School**: Ogden-Weber Technical College Dental Assisting Program
   
   • **Program Contact Name**: Johna Howard
   
   • **Program Contact Phone**: 801-627-8444
   
   • **Program Contact Email**: johna.howard@otech.edu
   
   • **Account Code**: *Leave blank*
   
   • A social security number is required to run a background check. If you do not have a SSN, please enter your Individual Tax Identification Number (ITIN).
   
   • Electronically sign at the bottom (if under 18, a parent or legal guardian must electronically sign).
   
   • Select Payment Information of $32.
   
   • Press continue to enter payment information.