***Policy documentation is included in the student catalog.***

**EXTERNSHIPS - 50 CLOCK HOURS**

The externship is designed to expose students to a working schedule and responsibilities of a dental assistant. After students have completed all requirements of weeks one (1) through 12 of the program, they will be assigned to a two (2) week rotation in a dental practice. It is the students’ responsibility to ensure adequate travel to and from the externship site.

The externship is typically scheduled during the office hours of the assigned practice but may involve early morning/evening hours as well, based on the needs of the practice.

Externship Location: Toothbeary Pediatric Dentistry 4300 Pouncey Tract Road Glen Allen VA 23060

**APPLICATIONS & ACCEPTANCE**

OPDA of RVA accepts applications throughout the year, up to 1 day prior to the commencement of the dental assisting program. Applicants must pay the $50.00 non-refundable registration fee, prior to the commencement of the program, and pay the $300 online platform subscription fee to secure a place in the program. This is fully refundable in terms of the OPDA of RVA’s Cancellation, Withdrawal, and Refund Policy, if an application is subsequently rejected for whatever reason. The primary enrollment period is during the Open House

(approximately 2-3 weeks prior to the class start date).

On receipt of an application, the applicant will be contacted by OPDA of RVA to schedule an interview at our facility. Applicants under the age of 18 years old will need to be accompanied by a parent or legal guardian.

Applicants will be required to be interviewed in person at the facility in order to be accepted into the program. Applicants will be given a brief tour of the facility as part of the interview and acceptance process.

**CURRICULUM**

