

Department of Labor & Industries
Apprenticeship Section
PO Box 44530
Olympia WA 98504-4530



Teri Gardner 2-17-2021

REQUEST FOR APPROVAL OF PROPOSED STANDARDS

CC 2/12/2021
L&I apprenticeship coordinator

TO: Washington State Apprenticeship & Training Council

Teri Gardner 3-10-2021

FROM CHAS Health

NAME OF PROGRAM STANDARDS

Check appropriate box:

Committee Plant OJT

OCCUPATION(S):	HOURS:	SOC #:
Dental Assistant	2000	31-9091.00

Authorized Signatures	
Chair: <i>[Signature]</i>	Approved by: Washington State Apprenticeship & Training Council
Secretary: <i>[Signature]</i>	Secretary of Council
Date: <i>3/10/21</i>	Date:

CC 2/12/2021

Teri Gardner 2-17-2021

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**APPRENTICESHIP PROGRAM STANDARDS
adopted by**

CHAS HEALTH

(sponsor name)

Occupational Objective(s):
DENTAL ASSISTANT

SOC#
31-9091.00

Term [WAC 296-05-015]
2000 HOURS



APPROVED BY
Washington State Apprenticeship and Training Council
REGISTERED WITH
Apprenticeship Section of Fraud Prevention and Labor Standards
Washington State Department Labor and Industries
Post Office Box 44530
Olympia, Washington 98504-4530

APPROVAL:

Provisional Registration

Standards Last Amended

Permanent Registration

By: _____
Chair of Council

By: _____
Secretary of Council

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INTRODUCTION

This document is an apprenticeship program standard. Apprenticeship program standards govern how an apprenticeship works and have specific requirements. This document will explain the requirements.

The director of the Department of Labor and Industries (L&I) appoints the Washington State Apprenticeship and Training Council (WSATC) to regulate apprenticeship program standards. The director appoints and deputizes an assistant director to be known as the supervisor of apprenticeship who oversees administrative functions through the apprenticeship section at the department.

The WSATC is the sole regulatory body for apprenticeship standards in Washington. It approves, administers, and enforces apprenticeship standards, and recognizes apprentices when either registered with L&I's apprenticeship section, or under the terms and conditions of a reciprocal agreement. WSATC also must approve any changes to apprenticeship program standards.

Apprenticeship programs have sponsors. A sponsor operates an apprenticeship program and declares their purpose and policy herein to establish an organized system of registered apprenticeship education and training. The sponsor recognizes WSATC authority to regulate and will submit a revision request to the WSATC when making changes to an apprenticeship program standard.

Apprenticeships are governed by federal law (29 U.S.C 50), federal regulations (29 CFR Part 29 & 30), state law (49.04 RCW) and administrative rules (WAC 296-05). These standards conform to all of the above and are read together with federal and state laws and rules

Standards are changed with WSATC approval. Changes are binding on apprentices, sponsors, training agents, and anyone else working under an agreement governed by the standards. Sponsors may have to maintain additional information as supplemental to these standards. When a standard is changed, sponsors are required to notify apprentices and training agents. If changes in federal or state law make any part of these standards illegal, the remaining parts are still valid and remain in force. Only the part made illegal by changes in law is invalid. L&I and the WSATC may cooperate to make corrections to the standards if necessary to administer the standards.

Sections of these standards identified as bold "**insert text**" fields are specific to the individual program standards and may be modified by a sponsor submitting a revised standard for approval by the WSATC. All other sections of these standards are boilerplate and may only be modified by the WSATC. See WAC 296-05-003 for the definitions necessary for use with these standards.

Sponsor Introductory Statement (Required):

CHAS Health

CHAS Health is a non-profit, federally qualified health center, serving approximately 100,000 patients in the Inland Northwest through 20 clinics located in Spokane, WA; Deer Park, WA; Moscow, ID; Clarkston, WA; and Lewiston, ID. We are the 3rd largest community health center in the Northwest.

CHAS Health provides high quality health care to everyone, regardless of insurance status. Our mission is to improve the overall health of the communities we serve by expanding access to quality health and wellness services. Those services include medical, dental, behavioral health, pharmacy, and health education.

I. GEOGRAPHIC AREA COVERED:

The sponsor must train inside the area covered by these standards. If the sponsor wants to train outside the area covered by these standards, the sponsor must enter a portability agreement with a sponsor outside the area, and provide evidence of such an agreement for compliance purposes. Portability agreements permit training agents to use apprentices outside the area covered by the standards. Portability agreements are governed by WAC 296-05-009.

The area which these Standards cover shall be the following counties in the State of Washington: Adams, Asotin, Ferry, Lincoln, Pend Oreille, Spokane, Stevens and Whitman.

Applicants and apprentices please note that while the State of Washington has no responsibility or authority in the State of Idaho, the Apprenticeship Committee will apply the same standards and guidelines to apprentices registered in the program while working in the Idaho counties of: Latah and Nez Perce.

II. MINIMUM QUALIFICATIONS:

Minimum qualifications must be clearly stated and applied in a nondiscriminatory manner [WAC 296-05-015(17)].

Age: **18**

Education: **High School Diploma or equivalent**

Physical: **Must be able to perform the duties of the job with or without reasonable accommodations**

Testing: **None**

Other: **Must be able to provide proof of 7.0 hours HIV/AIDS training from Washington State Department of Health-approved training provider per RCW 70.24.270 and proof of up-to-date CPR training.**

III. CONDUCT OF PROGRAM UNDER WASHINGTON EQUAL EMPLOYMENT OPPORTUNITY PLAN:

Sponsors with five (5) or more apprentices must adopt an Equal Employment Opportunity (EEO) Plan and Selection Procedure (chapter 296-05 WAC and 29 CFR Part 30).

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, sex (including pregnancy and gender identity), sexual orientation, color, religion, national origin, age, genetic information, disability or as otherwise specified by law. The sponsor shall take positive action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required by the rules of the Washington State Apprenticeship and Training Council and Title 29, Part 30 of the Code of Federal Regulations.

A. Selection Procedures:

The following is the application and hiring procedure adopted by CHAS Health in compliance with WA State Apprenticeship and Training Council rules and regulations.

- 1. The CHAS Health Apprenticeship Committee does not serve as a referral agency for apprenticeship applicants. Persons desiring to become apprentices under the CHAS Health Apprenticeship Committee must apply directly to CHAS Health.**

Applicants can obtain program information and apply online at www.CHAS.org.

- 2. Applicants that meet minimum qualifications must submit their application and be offered an interview with a hiring panel. The hiring panel will make determinations on which candidates will be submitted to the Committee for review.**
- 3. Applicants approved by the Committee shall be informed of their obligations under the standards established for the trade. Applicants who are accepted by the Committee shall be formally registered to CHAS Health.**
- 4. The Committee shall evaluate each applicant's prior experience and work history in order to place the applicant into the program at the proper level of work experience and wage progression.**

B. Equal Employment Opportunity Plan:

- 1. Participate in outreach through employment service agencies, school districts, job fairs, and community-based organizations to increase awareness of apprenticeship opportunities and promote the program.**
- 2. Encourage journey-level workers and apprentices to promote the program.**

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3. **Encourage minority and women (minority and non-minority) journey-level workers and apprentices to promote the program and serve as recruiters.**

C. Discrimination Complaints:

Any apprentice or applicant for apprenticeship who believes they have been discriminated against may file a complaint with the supervisor of apprenticeship (WAC 296-05-443).

IV. TERM OF APPRENTICESHIP:

The term of apprenticeship for an individual apprentice may be measured through the completion of the industry standard for on-the-job learning (at least two thousand hours) (time-based approach), the attainment of competency (competency-based approach), or a blend of the time-based and competency-based approaches (hybrid approach) [WAC 296-05-015].

2000 hours of employment

V. INITIAL PROBATIONARY PERIOD:

An initial probationary period applies to all apprentices, unless the apprentice has transferred from another program. During an initial probationary period, an apprentice can be discharged without appeal rights. An initial probationary period is stated in hours or competency steps of employment. The initial probationary period is not reduced by advanced credit or standing. During an initial probationary period, apprentices receive full credit for hours and competency steps toward completion of their apprenticeship. Transferred apprentices are not subject to additional initial probationary periods [WAC 296-05-003].

The initial probationary period is [WAC 296-05-015(22)]:

- A. the period following the apprentice's registration into the program. An initial probationary period must not be longer than twenty percent of the term of the entire apprenticeship, or longer than a year from the date the apprenticeship is registered. The WSATC can grant exemptions for longer initial probationary periods if required by law.
- B. the period in which the WSATC or the supervisor of apprenticeship may terminate an apprenticeship agreement at the written request by any affected party. The sponsor or the apprentice may terminate the agreement without a hearing or stated cause. An appeal process is not available to apprentices in their initial probationary period.

400 hours of employment

VI. RATIO OF APPRENTICES TO JOURNEY LEVEL WORKERS

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Supervision is the necessary education, assistance, and control provided by a journey-level employee on the same job site at least seventy-five percent of each working day, unless otherwise approved by the WSATC. Sponsors ensure apprentices are supervised by competent, qualified journey-level employees. Journey level-employees are responsible for the work apprentices perform, in order to promote the safety, health, and education of the apprentice.

- A. The journey-level employee must be of the same apprenticeable occupation as the apprentice they are supervising unless otherwise allowed by the Revised Code of Washington (RCW) or the Washington Administrative Code (WAC) and approved by the WSATC.
- B. The numeric ratio of apprentices to journey-level employees may not exceed one apprentice per journey-level worker [WAC 296-05-015(5)].
- C. Apprentices will work the same hours as journey-level workers, except when such hours may interfere with related/supplemental instruction.
- D. Any variance to the rules and/or policies stated in this section must be approved by the WSATC.
- E. The ratio must be described in a specific and clear manner, as to the application in terms of job site, work group, department or plant:

There shall be no more than (1) apprentice to every (1) journey-level worker per job site.

VII. APPRENTICE WAGES AND WAGE PROGRESSION:

- A. Apprentices must be paid at least Washington's minimum wage, unless a local ordinance or a collective bargaining agreement require a higher wage. Apprentices must be paid according to a progressively increasing wage scale. The wage scale for apprentices is based on the specified journey-level wage for their occupation. Wage increases are based on hours worked or competencies attained. The sponsor determines wage increases. Sponsors must submit the journey-level wage at least annually or whenever changed to the department as an addendum to these standards. Journey-level wage reports may be submitted on a form provided by the department. Apprentices and others should contact the sponsor or the Department for the most recent Journey-level wage rate.
- B. Sponsors can grant advanced standing, and grant a wage increase, when apprentices demonstrate abilities and mastery of their occupation. When advanced standing is granted, the sponsor notifies the employer/training agent of the wage increase the apprenticeship program standard requires.

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C. Wage Progression Schedules

Step	Hour Range or competency step	Percentage of journey-level wage rate*
1	0000-1000	87%
2	1001-2000	89%

The step 1 wage shall not be lower than the Washington State minimum wage or any other applicable minimum wages as established by any authority having jurisdiction.

VIII. WORK PROCESSES:

The apprentice shall receive on the job instruction and work experience as is necessary to become a qualified journey-level worker versed in the theory and practice of the occupation covered by these standards. The following is a condensed schedule of work experience, which every apprentice shall follow as closely as conditions will permit. The following work process descriptions pertain to the occupation being defined.

A. Dental Assistant

Approximate Hours

- 1. Patient Interaction750**
 - Rooming and vitals
 - Managing patient comfort
 - Dismissing patient
 - Medical/Dental health history and medication reconciliation
 - Preventative care coaching and OHI
 - Caries Risk Assessments and Self-Management Goals

- 2. Procedures and Chairside Assisting750**
 - 4-Handed assisting during cleanings, exams, and procedures
 - Oral evacuation and rinsing
 - Placing rubber dams, barriers, and moisture control devices
 - Taking alginate impressions, bite registrations, and pouring models
 - Preparing for final impressions
 - Packing cord, and preparing provisionals
 - Placing matrices
 - Placing sealants
 - Coronal polishing, flossing, and fluoride placement
 - Light curing
 - Charting and documentation (existing and planned treatment, procedure completion and notes)

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3. Sterilization, Cleaning, and Stocking200
 Preparing, wrapping, and sterilizing instruments
 Cleaning and disinfecting dental operatories
 Stocking operatory tubs, burs, anesthetics, and disposables
 Checking in and putting away supplies orders
 Identify supplies re-order needs
 Room set-up and breakdown
 Equipment maintenance (calibration, spore testing, waterlines, cleaning)
 Opening and closing procedures
 Biohazard disposal

4. Radiography.....200
 Prepare patient and digital X-ray programs for intraoral and extraoral radiographs
 Identifying X-rays needed based on procedure, pt. needs, and dentist preference
 Setup and placement of RINN and digital X-ray sensor
 Taking and processing X-rays

5. Front Office, and Scheduling100
 Using fax machine
 Preparing X-ray records
 Preparing Athena scanning and EDR scanning
 Preparing patient referrals
 Answering incoming phone calls to dental department
 Appointment scheduling and care coordination
 Lab slip preparation
 40-hour split rotation with Front Desk and Patient Services Coordinator

Total Hours:2000

IX. RELATED/SUPPLEMENTAL INSTRUCTION:

The apprentice must attend related/supplemental instruction (RSI). Time spent in RSI shall not be considered as hours of work and the apprentice is not required to be paid.

RSI must be provided in safe and healthy conditions as required by the Washington Industrial Safety and Health Act and applicable federal and state regulations.

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Hours spent in RSI are reported to L&I each quarter. Reports must show which hours are unpaid and supervised by a competent instructor versus all other hours (paid and/or unsupervised) for industrial insurance purposes.

For purposes of coverage under the Industrial Insurance Act, the WSATC is an employer and the apprentice is an employee when an unpaid, supervised apprentice is injured while under the direction of a competent instructor and participating in RSI activities.

If apprentices do not attend required RSI, they may be subject to disciplinary action by the sponsor.

A. The methods of related/supplemental training must be indicated below (check those that apply):

Supervised field trips

Sponsor approved training seminars (specify)

Sponsor approved online or distance learning courses (specify)

Online curriculum developed to align with Commission on Dental Accreditation (CODA) and meet Washington State Guidelines for Dental Assistant Registration.

State Community/Technical college

Private Technical/Vocational college

Sponsor Provided (lab/classroom)

Other (specify):

B. **(480)** Minimum RSI hours per year defined per the following [see WAC 296-05-015(6)]:

Twelve-month period from date of registration.*

Defined twelve-month school year: (insert month) through (insert month).

Two-thousand hours of on the job training.

**If no selection is indicated above, the WSATC will define RSI hours per twelve-month period from date of registration.*

C. Additional Information:

None

X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:

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A. Administrative Procedures:

The sponsor may include in this section a summary and explanation of administrative actions performed at the request or on the behalf of the apprentice. Such actions may include but are not limited to:

1. Voluntary Suspension: A temporary interruption in progress of an individual's apprenticeship agreement at the request of the apprentice and granted by the sponsor. The program sponsor shall review apprentices in suspended status at least once each year to determine if the suspension is still appropriate.
2. Advanced Standing or Credit: The sponsor may provide for advanced standing or credit for demonstrated competency, acquired experience, training or education in or related to the occupation. All sponsors need to ensure a fair and equitable process is applied to all apprentices seeking advanced standing or credit per WAC 296-05-015(11).
3. Sponsor Procedures:
 - a) **A condition for the participation in the apprenticeship program is employment with CHAS Health with whom the apprentice signed the Apprenticeship Agreement. Therefore, the apprentice is governed by the CHAS Health's policies and procedures in addition to the Washington State Apprenticeship and Training Council rules and policies.**
 - b) **CHAS Health as the Sponsor will:**
 - 1) **Provide appropriate forms to document and record hours of instruction in Work Process (Section VIII) and Related Supplemental Instruction (Section IX)**
 - 2) **Comply with all rules and laws governing Registered Apprenticeship.**
 - 3) **Ensure that a qualified Journey-Level worker provides meaningful and harassment free on-the-job learning in all aspects of the occupation.**
 - 4) **Explain to their apprentice(s) the requirements and expectations of these Standards of Apprenticeship.**
 - 5) **Provide the Apprentice with appropriate forms to document and record hours of instruction in Work Process (Section VIII) and Related Supplemental Instruction (Section IX). Submit to the apprenticeship committee RSI and OJT reports on a monthly basis.**

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c) The Apprentice will:

- 1) **Complete RSI modules and associated lab work in a timely manner (approximately ten hours per week of online coursework plus eight 7.5 hour lab days on the Apprentice's own time (unpaid).**
- 2) **Document their own OJT and RSI work hours using the forms provided.**
- 3) **Provide to CHAS Health Apprenticeship a copy of each signed monthly progress report by the 5th day of each month.**

B. Disciplinary Procedures

1. The obligations of the sponsor when taking disciplinary action are as follows:
 - a. The sponsor shall be responsible for enacting reasonable policies and procedures and applying them consistently. The sponsor will inform all apprentices of their rights and responsibilities per these standards.
 - b. The sponsor shall notify the apprentice of intent to take disciplinary action and reasons therefore 20 calendar days prior to taking such action. The reason(s) supporting the sponsor's proposed action(s) must be sent in writing to the apprentice.
 - c. The sponsor must clearly identify the potential outcomes of disciplinary action, which may include but are not limited to discipline, suspension or cancellation of the apprenticeship agreement.
 - d. The decision/action of the sponsor will become effective immediately.
2. The sponsor may include in this section requirements and expectations of the apprentices and an explanation of disciplinary actions imposed for noncompliance. The sponsor has the following disciplinary procedures to adopt:
 - a. Disciplinary Probation: A time assessed when the apprentice's progress is not satisfactory. During this time the sponsor may withhold periodic wage advancements, suspend or cancel the apprenticeship agreement, or take further disciplinary action. A disciplinary probation may only be assessed after the initial probation is complete.
 - b. Disciplinary Suspension: A temporary interruption in the progress of an individual's apprenticeship agreement. Conditions will include not being allowed to participate in On-the-Job Training (OJT), go to Related Supplemental Instruction (RSI) classes or take part in any activity related to the Apprenticeship

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Program until such time as the sponsor takes further action. The program sponsor shall review apprentices in such status at least once each year.

- c. Cancellation: Refers to the termination of an apprenticeship agreement at the request of the apprentice, supervisor, or sponsor. [WAC 296-05-003].
3. Sponsor Disciplinary Procedures:
No additional procedures
- C. Apprentice Complaint Procedures:
1. The apprentice must complete his/her initial probationary period in order to be eligible to file a complaint (WAC 296-05-105).
 2. Complaints involving matters covered by a collective bargaining agreement are not subject to the complaint procedures in this section.
 3. Complaints regarding non-disciplinary matters must be filed with the program sponsor within 30 calendar days from the date of the last occurrence. Complaints must be in writing.
 4. If the apprentice disagrees with the resolution of the complaint or wishes to contest the outcome of a disciplinary action by the program sponsor, the apprentice must file a written request for reconsideration with the program sponsor within 30 calendar days from the date the apprentice received written notice of action by the program sponsor.
 5. The program sponsor must reply, in writing, to the request for reconsideration within 30 calendar days from the date the program sponsor receives the request. The program sponsor must send a copy of the written reply to the apprentice within the 30 calendar days.
 6. If the apprentice disagrees with the program sponsor's decision, the apprentice may file an appeal with the Apprenticeship Program, (WAC 296-05-105). If the apprentice does not timely file an appeal, the decision of the program sponsor is final after 30 calendar days from the date the program sponsor mails the decision to the apprentice. See section "D" below.
- D. Apprentice Complaint Review/Appeals Procedures:
1. If the apprentice disagrees with the program sponsor's decision, the apprentice must submit a written appeal to L&I's apprenticeship section within 30 calendar days from the date the decision is mailed by the program sponsor. Appeals must describe the subject matter in detail and include a copy of the program sponsor's decision.

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2. The L&I apprenticeship section will complete its investigation within 30 business days from the date the appeal is received and attempt to resolve the matter.
3. If the Apprenticeship section is unable to resolve the matter within 30 business days, the Apprenticeship section issues a written decision resolving the appeal.
4. If the apprentice or sponsor is dissatisfied with L&I's decision, either party may request the WSATC review the decision. Requests for review to the WSATC must be in writing. Requests for review must be filed within 30 calendar days from the date the decision is mailed to the parties.
5. The WSATC will conduct an informal hearing to consider the request for review.
6. The WSATC will issue a written decision resolving the request for review. All parties will receive a copy of the WSATC's written decision.

XI. SPONSOR – RESPONSIBILITIES AND GOVERNING STRUCTURE

The following is an overview of the requirements associated with administering an apprenticeship program. These provisions are to be used with the corresponding RCW and/or WAC. The sponsor is the policymaking and administrative body responsible for the operation and success of this apprenticeship program. The sponsor may assign an administrator or a committee to be responsible for day-to-day operations of the apprenticeship program. Administrators and/or committee members must be knowledgeable in the process of apprenticeship and/or the application of chapter 49.04 RCW and chapter 296-05 WAC and these standards. If applicable, sponsors must develop procedures for:

A. Committee Operations (WAC 296-05-009): (Not applicable for Plant Programs)

Apprenticeship committees must be composed of an equal number of management and non-management representatives from a minimum of four to a maximum of twelve members. Committees must convene meetings at least three times per year attended by a quorum of committee members as defined in these approved standards.

B. Program Operations

The sponsor will record and maintain records pertaining to the administration of the apprenticeship program and make them available to the WSATC or Department upon request. Records required by WAC 296-05-100 will be maintained for five (5) years; all other records will be maintained for three (3) years. Apprenticeship sponsors will submit required forms/reports to the Department of Labor and Industries through one of the two prescribed methods below:

Sponsors shall submit required forms/reports through assigned state apprenticeship consultant.

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Or;

Sponsors shall submit required forms/reports through the Apprentice Registration and Tracking System (ARTS), accessed through Secure Access Washington (SAW).

Paper forms as well as ARTS external access forms are available from the sponsor's assigned apprenticeship consultant or online at:

<http://www.lni.wa.gov/TradesLicensing/Apprenticeship/FormPub/default.asp>.

1. The following is a listing of forms/reports for the administration of apprenticeship programs and the time-frames in which they must be submitted:
 - a. Apprenticeship Agreements – within first 30 days of employment
 - b. Authorization of Signature forms - as necessary
 - c. Approved Training Agent Agreements– within 30 days of sponsor action
 - d. Minutes of Apprenticeship Committee Meetings – within 30 days of sponsor approval (not required for Plant program)
 - e. Request for Change of Status - Apprenticeship/Training Agreement and Training Agents forms – within 30 days of action by sponsor.
 - f. Journey Level Wage Rate – annually, or whenever changed as an addendum to section VII. Apprentice Wages and Wage Progression.
 - g. Related Supplemental Instruction (RSI) Hours Reports (Quarterly):
 - 1st quarter: January through March, due by April 10
 - 2nd quarter: April through June, due by July 10
 - 3rd quarter: July through September, due by October 10
 - 4th quarter: October through December, due by January 10
 - h. On-the-Job Work Hours Reports (bi-annual)
 - 1st half: January through June, by July 30
 - 2nd half: July through December, by January 31
2. The program sponsor will adopt, as necessary, local program rules or policies to administer the apprenticeship program in compliance with these standards. Requests for revision to these standards of apprenticeship must be submitted 45 calendar days prior to a quarterly WSATC meeting. The Department of Labor and Industries, Apprenticeship Section's manager may administratively approve requests for revisions in the following areas of the standards:
 - a. Program name
 - b. Sponsor's introductory statement
 - c. Section III: Conduct of Program Under Washington Equal Employment Opportunity Plan
 - d. Section VII: Apprentice Wages and Wage Progression
 - e. Section IX: Related/Supplemental Instruction
 - f. Section XI: Sponsor – Responsibilities and Governing Structure
 - g. Section XII: Subcommittees
 - h. Section XIII: Training Director/Coordinator

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3. The sponsor will utilize competent instructors as defined in WAC 296-05-003 for RSI. Furthermore, the sponsor will ensure each instructor has training in teaching techniques and adult learning styles, which may occur before or within one year after the apprenticeship instructor has started to provide instruction.

C. Management of Apprentices:

1. Each apprentice (and, if under 18 years of age, the parent or guardian) will sign an apprenticeship agreement with the sponsor, who will then register the agreement with the Department before the apprentice attends RSI classes, or within the first 30 days of employment as an apprentice. For the purposes of industrial insurance coverage and prevailing wage exemption under RCW 39.12.021, the effective date of registration will be the date the agreement is received by the Department.
2. The sponsor must notify the Department within 30 days of all requests for disposition or modification to apprentice agreements, which may include:
 - a) Certificate of completion
 - b) Additional credit
 - c) Suspension (i.e. military service or other)
 - d) Reinstatement
 - e) Cancellation
 - f) Corrections
 - g) Step Upgrades
 - h) Probation Completion date
 - i) Other (i.e., name changes, address)
 - j) Training Agent Cancellation
3. The sponsor commits to rotate apprentices in the various processes of the skilled occupation to ensure the apprentice is trained to be a competent journey-level worker.
4. The sponsor shall periodically review and evaluate apprentices before advancement to the apprentice's next wage progression period. The evidence of such advancement will be the record of the apprentice's progress on the job and during related/supplemental instruction.
5. The sponsor has the obligation and responsibility to provide, insofar as possible, reasonably continuous employment for all apprentices in the program. The sponsor may arrange to transfer an apprentice from one training agent to another or to another program when the sponsor is unable to provide reasonably continuous employment, or they are unable to provide apprentices the diversity of experience necessary for training and experience in the various work processes as stated in these standards. The new training agent will assume all the terms and conditions of these standards. If, for any reason, a layoff of an apprentice occurs, the apprenticeship agreement will remain in effect unless canceled by the sponsor.

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6. An apprentice who is unable to perform the on-the-job portion of apprenticeship training may, if the apprentice so requests and the sponsor approves, participate in related/supplemental instruction, subject to the apprentice obtaining and providing to the sponsor written requested document/s for such participation. However, time spent will not be applied toward the on-the-job portion of apprenticeship training.
7. The sponsor shall hear and decide all complaints of violations of apprenticeship agreements.
8. Upon successful completion of apprenticeship, as provided in these standards, and passing the examination that the sponsor may require, the sponsor will recommend the WSATC award a Certificate of Completion of Apprenticeship. The sponsor will make an official presentation to the apprentice who has successfully completed his/her term of apprenticeship.

D. Training Agent Management:

1. The sponsor shall offer training opportunities for apprentices by ensuring reasonable and equal working and training conditions are applied uniformly to all apprentices. The sponsor shall provide training at an equivalent cost to that paid by other employers and apprentices participating in the program. The sponsor shall not require an employer to sign a collective bargaining agreement as a condition of participation.
2. The sponsor must determine whether an employer can adequately furnish proper on the job training to an apprentice in accordance with these standards. The sponsor must also require any employer requesting approved training status to complete an approved training agent agreement and to comply with all federal and state apprenticeship laws, and these standards.
3. The sponsor will submit training agent agreements to the Department with a copy of the agreement and/or the list of approved training agents within thirty calendar days from the effective date. Additionally, the sponsor must submit rescinded training agent agreements to the Department within thirty calendar days of said action.

E. Committee governance (if applicable): (see WAC 296-05-009)

1. Apprenticeship committees shall elect a chairperson and a secretary who shall be from opposite interest groups, i.e., chairperson-employers; secretary-employees, or vice versa. If the committee does not indicate its definition of quorum, the interpretation will be “50% plus 1” of the approved committee members. The sponsor must also provide the following information:
 - a. **Quorum: At least 1 employer and 1 employee representative, plus 1 additional committee representative.**

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- b. Program type administered by the committee: **Individual Nonjoint**
- c. The employer representatives shall be:

**Felicia Diamond, CDA, RDA,
Chair
Dental Assistant Training
Program Specialist
CHAS Health
611 N Iron Bridge Way
Spokane, WA 99202**

**Jane Lykins, CDA, RDA
Dental Services Specialist
CHAS Health
611 N Iron Bridge Way
Spokane, WA 99202**

**Ashlie Delgado, CMA, AAMA
Medical Assistant Training
Program Specialist
CHAS Health
611 N Iron Bridge Way
Spokane, WA 99202**

- d. The employee representatives shall be:

**Rachel Flint, RDA
Dental Assistant
Cheney Health Center
1720 2nd Street
Cheney, WA 99004**

**Tori Skiles, RDA
Dental Assistant
Lewis & Clark Dental Clinic
844 6th ST
Clarkston, WA 99403**

**Erin Krahn, RDA
Secretary
Dental Assistant
Family Dental Clinic
203 E Dalke AVE,
Spokane, WA 99208**

F. Plant programs

For plant programs the WSATC or the Department designee will act as the apprentice representative. Plant programs shall designate an administrator(s) knowledgeable in the process of apprenticeship and/or the application of chapter 49.04 RCW and chapter 296-05 WAC and these standards.

The designated administrator(s) for this program is/are as follows:

N/A

CHAS Health

XII. SUBCOMMITTEE:

Subcommittee(s) approved by the Department, represented equally from management and non-management, may also be established under these standards, and are subject to the main committee. All actions of the subcommittee(s) must be reviewed by the main committee. Subcommittees authorized to upgrade apprentices and/or conduct disciplinary actions must be structured according to the same requirements for main committees.

None

XIII. TRAINING DIRECTOR/COORDINATOR:

The sponsor may employ a person(s) as a full or part-time training coordinator(s)/ training director(s). This person(s) will assume responsibilities and authority for the operation of the program as are delegated by the sponsor.

Apprenticeship Related/Supplemental Instruction (RSI) Plan Review

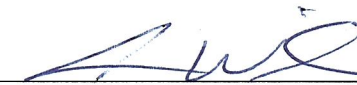
Program Sponsor CHAS Health		<i>Teri Gardner 2-17-2021</i>
Skilled Occupational Objective Dental Assistant		
Term/OJT Hours 2000	Total RSI Hours 480	
Training Provider CHAS Health		

By the signature placed below, the **program sponsor** agrees to provide the prescribed RSI for each registered apprenticeship and assures that:

1. The RSI content and delivery method is and remains reasonably consistent with the latest occupational practices, improvements, and technical advances.
2. The RSI is coordinated with the on-the-job work experience.
3. The RSI is provided in safe and healthful work practices in compliance with WISHA and applicable federal and state regulations.

Aaron Wilson

Printed Name of Program Sponsor



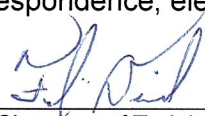
Signature of Program Sponsor

By the signature placed below, the **training provider** assures that:

1. The RSI will be conducted by instructors who meet the qualifications of "competent instructor" as described in WAC 296-05-003.
 - a. Has demonstrated a satisfactory employment performance in his/her occupation for a minimum of three years beyond the customary learning period for that occupation; and
 - b. Meets the State Board for Community and Technical Colleges requirements for a professional technical instructor (see WAC 131-16-080 through -094), or be a subject matter expert, which is an individual, such as a journey worker, who is recognized within the industry as having expertise in a specific occupation; and
 - c. Has training in teaching techniques and adult learning styles, which may occur before or within one year after the apprenticeship instructor has started to provide the related technical instruction.
2. If using alternative forms of instruction, such as correspondence, electronic media, or other self-study, such instruction is clearly defined.

Felicia Diamond

Print Name Training Provider



Signature of Training Provider

Dental Assistant Training Program Specialist

Title of Training Provider

CHAS Health

Organization of Training Provider

If there are additional training providers, please provide information and signatures on the next page.

Additional Resources: Apprenticeship Related Supplemental Instruction (RSI) Plan Review Glossary of Term (F100-519-000) and Apprenticeship Related Supplemental Instruction (RSI) Plan Review Criteria (F100-521-000).

SBCTC Program Administrator has reviewed RSI plan and recommendations of the Trade Committee.

Click or tap here to enter text.

Print Name of SBCTC Program Administrator

Signature of SBCTC Program Administrator

Date

SBCTC recommends approval

SBCTC recommends return to sponsor

Additional Training Providers (if necessary)

Click or tap here to enter text.

Print Name Training Provider

Click or tap here to enter text.

Title of Training Provider

Click or tap here to enter text.

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Organization of Training Provider

Program Sponsor: CHAS Health	Skilled Occupational Objective: Dental Assistant
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Note: The description of each element must be in sufficient detail to provide adequate information for review by the SBCTC and Review Committee. To add more elements, click on the plus sign that appears below the "Description of element/course" field.

Describe minimum hours of study per year in terms of (check one):

- 12-month period from date of registration.
- Defined 12-month school year.
- 2,000 hours of on-the-job training.

Element/Course: Orientation; The Dental Assisting Profession; Patient Communication, Confidentiality, and Ethics	Planned Hours: 20
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Lab <input checked="" type="checkbox"/> Online <input checked="" type="checkbox"/> Self-Study Provided by: Felicia Diamond, CHAS Health Dental Assistant Training Program Specialist	
Description of element/course: Students will: Learn the highlights in the history of dentistry Learn about the contributions of important figures in dentistry Understand the functions of areas and equipment found in the dental clinic Learn the opening and closing routines Basic customer service skills Understand HIPAA laws and Practices Understand Professional Ethical Principles	

Element/Course: Disease Transmission and Infection Prevention	Planned Hours: 10
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Lab <input checked="" type="checkbox"/> Online <input checked="" type="checkbox"/> Self-Study Provided by: Felicia Diamond, CHAS Health Dental Assistant Training Program Specialist	
Description of element/course: Students will: Learn basic principles of microbiology and the transmission of disease-causing organisms. Understand and follow OSHA/WISHA guidelines Use appropriate handwashing techniques Use appropriate PPE Learn what to do in the event of an exposure	

Element/Course: Principles and Techniques of Disinfection	Planned Hours: 10
Mode of Instruction (check all that apply) <input type="checkbox"/> Classroom <input type="checkbox"/> Lab <input checked="" type="checkbox"/> Online <input checked="" type="checkbox"/> Self-Study Provided by: Felicia Diamond, CHAS Health Dental Assistant Training Program Specialist	
Description of element/course: Students will: Use surface barriers Clean and disinfect rooms and surfaces Dispose of medical waste Flush and test Waterlines Precautions for storing chemicals	

Element/Course: Instrument Processing and Sterilization	Planned Hours: 10
Mode of Instruction (check all that apply) <input type="checkbox"/> Classroom <input type="checkbox"/> Lab <input checked="" type="checkbox"/> Online <input checked="" type="checkbox"/> Self-Study Provided by: Felicia Diamond, CHAS Health Dental Assistant Training Program Specialist Click or tap here to enter text.	
Description of element/course: Students will: Begin identifying instruments and their uses	

Begin learning tray set-ups for common procedures
 Learn the sterilization/disinfection method appropriate for different dental items
 Operate the ultrasonic cleaner
 Package and autoclave instruments
 Perform biological monitoring as quality control

Element/Course: Basic Chairside Assisting	Planned Hours: 10
Mode of Instruction (check all that apply) <input type="checkbox"/> Classroom <input type="checkbox"/> Lab <input checked="" type="checkbox"/> Online <input checked="" type="checkbox"/> Self-Study	
Provided by: Felicia Diamond, CHAS Health Dental Assistant Training Program Specialist	
Description of element/course: Students will: Greet and seat the patient Transfer instruments using single-handed and two-handed techniques Use a dental mirror intraorally Use an instrument intraorally (Expanded Function) Use proper positioning & ergonomics Learn terminology pertaining to landmarks of the face and oral cavity	

Element/Course: The Patient Record and Vital Signs	Planned Hours: 10
Mode of Instruction (check all that apply) <input type="checkbox"/> Classroom <input type="checkbox"/> Lab <input checked="" type="checkbox"/> Online <input checked="" type="checkbox"/> Self-Study	
Provided by: Felicia Diamond, CHAS Health Dental Assistant Training Program Specialist	
Description of element/course: Students will: Understand the components of a patient's electronic or paper record Review HIPAA laws Understand principles of informed consent to treatment Obtain and record a medical/dental health history Take and record a patient's temperature, pulse, respiration, and blood pressure	

Element/Course: Tooth Anatomy, Terminology, and Charting	Planned Hours: 10
Mode of Instruction (check all that apply) <input type="checkbox"/> Classroom <input type="checkbox"/> Lab <input checked="" type="checkbox"/> Online <input checked="" type="checkbox"/> Self-Study	
Provided by: Felicia Diamond, CHAS Health Dental Assistant Training Program Specialist	
Description of element/course: Students will: Learn the dentition periods Learn the names, locations, and functions of various types of teeth in the dentition Learn tooth numbering systems Learn tooth surfaces, anatomic features, angles, and divisions	

Element/Course: Lab Day 1	Planned Hours: 7.5
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study	
Provided by: Felicia Diamond, CHAS Health Dental Assistant Training Program Specialist	
Description of element/course: The purpose of this lab is to review and practice infection prevention protocol, sterilization technique, basic instrument identification, and basic chairside assisting. We will review the basic landmarks of the face and tooth numbering and identification. We will discuss ergonomics, treatment planning, charting existing, and an introduction to radiographic terminology and techniques. Students will practice patient hygiene, and practice flossing techniques, fluoride treatment, and coronal polishing, as well as topical anesthetic placement.	

Element/Course: The Oral Exam	Planned Hours: 10
Mode of Instruction (check all that apply) <input type="checkbox"/> Classroom <input type="checkbox"/> Lab <input checked="" type="checkbox"/> Online <input checked="" type="checkbox"/> Self-Study	

Provided by: Felicia Diamond, CHAS Health Dental Assistant Training Program Specialist
Description of element/course: Students will: Understand the components of an oral/dental exam Review tooth numbering Document exam results and treatment plan in the dental record, including tooth charting

Element/Course: Introduction to Radiography	Planned Hours: 10
Mode of Instruction (check all that apply) <input type="checkbox"/> Classroom <input type="checkbox"/> Lab <input checked="" type="checkbox"/> Online <input checked="" type="checkbox"/> Self-Study	
Provided by: Felicia Diamond, CHAS Health Dental Assistant Training Program Specialist	
Description of element/course: Students will: Understand how x-rays work Understand the importance of x-rays as a diagnostic tool Identify and understand the operation of digital radiography equipment Learn patient and operator safety protocols Understand issues of informed consent and patient education Practice infection control with digital sensors	

Element/Course: Intraoral Imaging	Planned Hours: 10
Mode of Instruction (check all that apply) <input type="checkbox"/> Classroom <input type="checkbox"/> Lab <input checked="" type="checkbox"/> Online <input checked="" type="checkbox"/> Self-Study	
Provided by: Felicia Diamond, CHAS Health Dental Assistant Training Program Specialist	
Description of element/course: Students will: Prepare the patient for digital imaging Take full-mouth radiographic images using paralleling, bitewing, and bisecting techniques Learn how to accommodate patients with special medical or dental needs	

Element/Course: Extraoral Imaging	Planned Hours: 10
Mode of Instruction (check all that apply) <input type="checkbox"/> Classroom <input type="checkbox"/> Lab <input checked="" type="checkbox"/> Online <input checked="" type="checkbox"/> Self-Study	
Provided by: Felicia Diamond, CHAS Health Dental Assistant Training Program Specialist	
Description of element/course: Students will: Understand when extraoral imaging is required Prepare equipment for panoramic imaging Prepare and position the patient for panoramic imaging	

Element/Course: Coronal Polishing and Intro to Moisture Control	Planned Hours: 10
Mode of Instruction (check all that apply) <input type="checkbox"/> Classroom <input type="checkbox"/> Lab <input checked="" type="checkbox"/> Online <input checked="" type="checkbox"/> Self-Study	
Provided by: Felicia Diamond, CHAS Health Dental Assistant Training Program Specialist	
Description of element/course: Students will: Understand the differences between coronal polishing and a prophylaxis Learn to preform rubber-cup coronal polishing Learn about oral evacuation techniques Position a high-volume evacuator during a procedure Use an air-water syringe	

Element/Course: Dental Caries and Periodontal Disease	Planned Hours: 10
Mode of Instruction (check all that apply) <input type="checkbox"/> Classroom <input type="checkbox"/> Lab <input checked="" type="checkbox"/> Online <input checked="" type="checkbox"/> Self-Study	
Provided by: Felicia Diamond, CHAS Health Dental Assistant Training Program Specialist	
Description of element/course: Students will: Understand the causes, indicators and effects of dental caries Understand methods of caries risk assessment and intervention Understand the causes, indicators, and effects of periodontal disease	

Element/Course: Preventative Dentistry	Planned Hours: 10
Mode of Instruction (check all that apply) <input type="checkbox"/> Classroom <input type="checkbox"/> Lab <input checked="" type="checkbox"/> Online <input checked="" type="checkbox"/> Self-Study	
Provided by: Felicia Diamond, CHAS Health Dental Assistant Training Program Specialist	
Description of element/course: Students will: Understand recommended practices for oral/dental health, including age-based dental recommendations, nutrition, and oral hygiene Understand fluoride effects, delivery methods, and precautions Provide patient education in oral hygiene as directed Apply topical fluoride varnish Assist patient with dental floss	

Element/Course: Intro to Restorative Procedures	Planned Hours: 10
Mode of Instruction (check all that apply) <input type="checkbox"/> Classroom <input type="checkbox"/> Lab <input checked="" type="checkbox"/> Online <input checked="" type="checkbox"/> Self-Study	
Provided by: Felicia Diamond, CHAS Health Dental Assistant Training Program Specialist	
Description of element/course: Students will: Differentiate & Set up for Class I-V restorations	

Element/Course: Isolation of Teeth	Planned Hours: 10
Mode of Instruction (check all that apply) <input type="checkbox"/> Classroom <input type="checkbox"/> Lab <input checked="" type="checkbox"/> Online <input checked="" type="checkbox"/> Self-Study	
Provided by: Felicia Diamond, CHAS Health Dental Assistant Training Program Specialist	
Description of element/course: Students will: Place and remove cotton rolls Prepare, place and remove a dental dam	

Element/Course: Restorative and Esthetic Dental Materials	Planned Hours: 10
Mode of Instruction (check all that apply) <input type="checkbox"/> Classroom <input type="checkbox"/> Lab <input checked="" type="checkbox"/> Online <input checked="" type="checkbox"/> Self-Study	
Provided by: Felicia Diamond, CHAS Health Dental Assistant Training Program Specialist	
Description of element/course: Students will: Mix/prepare restorative materials, including dental amalgam, composite resin, IRM and acrylic resin	

Element/Course: Dental Liners, Bases, Bonding Systems, and Cements	Planned Hours: 10
Mode of Instruction (check all that apply) <input type="checkbox"/> Classroom <input type="checkbox"/> Lab <input checked="" type="checkbox"/> Online <input checked="" type="checkbox"/> Self-Study	
Provided by: Felicia Diamond, CHAS Health Dental Assistant Training Program Specialist	
Description of element/course: Students will: Mix/prepare dental liners, varnishes, desensitizers, bases, etchants, and bonding materials Mix/Prepare dental cements	

Element/Course: Lab Day 2	Planned Hours: 7.5
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study	
Provided by: Felicia Diamond, CHAS Health Dental Assistant Training Program Specialist	
Description of element/course: Overview: The purpose of this lab is to provide a more in-depth review of dental radiography, ergonomics, chairside assisting, and dental materials. We will discuss informed consent as well as a step-by-step practice of different types of examination appointments, and isolation techniques, including rubber dam.	

Element/Course: Impression Materials and Procedures	Planned Hours: 10
Mode of Instruction (check all that apply) <input type="checkbox"/> Classroom <input type="checkbox"/> Lab <input checked="" type="checkbox"/> Online <input checked="" type="checkbox"/> Self-Study	
Provided by: Felicia Diamond, CHAS Health Dental Assistant Training Program Specialist	
Description of element/course:	

Students will: Mix alginate impression material
 Take mandibular and maxillary preliminary impression
 Mix/prepare final impression materials
 Mix/prepare bite registration
 Take a wax or bite registration

Element/Course: Laboratory Materials and Procedures and Custom Trays	Planned Hours: 10
Mode of Instruction (check all that apply) <input type="checkbox"/> Classroom <input type="checkbox"/> Lab <input checked="" type="checkbox"/> Online <input checked="" type="checkbox"/> Self-Study	
Provided by: Felicia Diamond, CHAS Health Dental Assistant Training Program Specialist	
Description of element/course: Students will: Watch face-bow registration video Mix dental plaster Pour dental models	

Element/Course: Surgical Asepsis and Assisting with Surgery	Planned Hours: 10
Mode of Instruction (check all that apply) <input type="checkbox"/> Classroom <input type="checkbox"/> Lab <input checked="" type="checkbox"/> Online <input checked="" type="checkbox"/> Self-Study	
Provided by: Felicia Diamond, CHAS Health Dental Assistant Training Program Specialist	
Description of element/course: Students will: Identify surgical instruments Prepare a sterile field for instruments and supplies Perform a surgical scrub Perform a sterile gloving Understand oral surgery prep, procedures, and follow-up	

Element/Course: Principles of Pharmacology; Opioid Addiction and Drug-Seeking	Planned Hours: 10
Mode of Instruction (check all that apply) <input type="checkbox"/> Classroom <input type="checkbox"/> Lab <input checked="" type="checkbox"/> Online <input checked="" type="checkbox"/> Self-Study	
Provided by: Felicia Diamond, CHAS Health Dental Assistant Training Program Specialist	
Description of element/course: Students will: Understand the classification and control of different types of drugs Understand the use and handling of prescriptions Identify drugs commonly prescribed in dentistry, their uses & effects Understand routes of drug administration Identify drugs commonly prescribed by medical providers & understand their relation to dental health & treatment	

Element/Course: Lab Day 3	Planned Hours: 7.5
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study	
Provided by: Felicia Diamond, CHAS Health Dental Assistant Training Program Specialist	
Description of element/course: Overview: The purpose of this lab is to identify instruments used in different procedures and setup for those procedures. Students will learn what is necessary for each procedure and setup for a mock procedure. Students will also review and practice sealant placement, rubber dam placement and matrix systems. Students will also practice preparing a sterile field, and sterile gloving in preparation for surgical assisting.	

Element/Course: Anesthesia & Pain Control	Planned Hours: 10
Mode of Instruction (check all that apply) <input type="checkbox"/> Classroom <input type="checkbox"/> Lab <input checked="" type="checkbox"/> Online <input checked="" type="checkbox"/> Self-Study	
Provided by: Felicia Diamond, CHAS Health Dental Assistant Training Program Specialist	
Description of element/course:	

Students will: Understand the uses, actions, contraindications, and administration methods of various anxiety and pain control agents, including: topical, local, and general anesthesia, inhalation and intravenous sedation, and antianxiety agents
 Review application of topical anesthetic
 Review assembly a local anesthetic syringe

Element/Course: Matrix Systems for Restorative Dentistry	Planned Hours: 10
Mode of Instruction (check all that apply) <input type="checkbox"/> Classroom <input type="checkbox"/> Lab <input checked="" type="checkbox"/> Online <input checked="" type="checkbox"/> Self-Study Provided by: Felicia Diamond, CHAS Health Dental Assistant Training Program Specialist	
Description of element/course: Students will: Assist in prep, procedure and follow up for dental fillings Assemble a matrix band and universal retainer Place and remove a matrix band and wedge	

Element/Course: Midterm Exam	Planned Hours: 10
Mode of Instruction (check all that apply) <input type="checkbox"/> Classroom <input type="checkbox"/> Lab <input checked="" type="checkbox"/> Online <input checked="" type="checkbox"/> Self-Study Provided by: Felicia Diamond, CHAS Health Dental Assistant Training Program Specialist	
Description of element/course: Students will take an exam over knowledge to this point.	

Element/Course: Dental Sealants	Planned Hours: 10
Mode of Instruction (check all that apply) <input type="checkbox"/> Classroom <input type="checkbox"/> Lab <input checked="" type="checkbox"/> Online <input checked="" type="checkbox"/> Self-Study Provided by: Felicia Diamond, CHAS Health Dental Assistant Training Program Specialist	
Description of element/course: Students will: Understand dental sealant indications, application methods, and precautions Understand the two types of polymerization Understand the importance of sealants in prevention of dental caries Understand application of dental sealants	

Element/Course: Periodontics	Planned Hours: 10
Mode of Instruction (check all that apply) <input type="checkbox"/> Classroom <input type="checkbox"/> Lab <input checked="" type="checkbox"/> Online <input checked="" type="checkbox"/> Self-Study Provided by: Felicia Diamond, CHAS Health Dental Assistant Training Program Specialist	
Description of element/course: Students will: Understand the periodontal examination, surgical and nonsurgical periodontal treatment, and scaling and root planing Identify periodontal instruments Understand the procedural steps involved in assisting with a dental prophylaxis, gingivectomy and gingivoplasty Understand the preparation, placement, and removal of periodontal dressing	

Element/Course: Root Canals	Planned Hours: 10
Mode of Instruction (check all that apply) <input type="checkbox"/> Classroom <input type="checkbox"/> Lab <input checked="" type="checkbox"/> Online <input checked="" type="checkbox"/> Self-Study Provided by: Felicia Diamond, CHAS Health Dental Assistant Training Program Specialist	
Description of element/course: Students will: Watch electric pulp vitality test video Understand the causes and symptoms of pulpal damage and endodontic diagnosis Understand endodontic procedures and root canal therapy Identify the instruments and accessories used in endodontics Identify the medicaments and dental materials used in endodontics	

Element/Course: Lab Day 4	Planned Hours: 7.5
Mode of Instruction (check all that apply)	

<input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Felicia Diamond, CHAS Health Dental Assistant Training Program Specialist
Description of element/course: Overview: The purpose of this lab is to provide an in-depth review of dental materials and cements, as well as matrices and their uses. Students will have an opportunity to place temporary restorations in their typodonts. Students will also learn about different impression materials. Students will learn how to take an alginate impression for both maxillary and mandibular regions. Students will make models of impressions taken. We will discuss filling out a lab slip correctly.

Element/Course: Removable Prosthodontics	Planned Hours: 10
Mode of Instruction (check all that apply) <input type="checkbox"/> Classroom <input type="checkbox"/> Lab <input checked="" type="checkbox"/> Online <input checked="" type="checkbox"/> Self-Study Provided by: Felicia Diamond, CHAS Health Dental Assistant Training Program Specialist	
Description of element/course: Students will: Understand topics related to removable prosthodontics, including partial and full dentures Understand procedures for assisting with a wax denture try-in Understand patient education relating to removable partial and full dentures, along with immediate dentures, overdentures, and denture relining and repairs	

Element/Course: Fixed Prosthodontics	Planned Hours: 10
Mode of Instruction (check all that apply) <input type="checkbox"/> Classroom <input type="checkbox"/> Lab <input checked="" type="checkbox"/> Online <input checked="" type="checkbox"/> Self-Study Provided by: Felicia Diamond, CHAS Health Dental Assistant Training Program Specialist	
Description of element/course: Students will: Understand the placement and removal of gingival retraction cord Understand the indications, contraindications, and procedures relating to fixed prosthodontics, including indirect restorations; crowns, inlays, onlays, veneers, and bridges Understand the role of the laboratory technician Learn and understand the uses of core buildups, pins, and posts in crown retention and the function of provisional coverage for a crown or fixed bridge. Understand the preparation and cementation procedures of an indirect restoration.	

Element/Course: Provisional Coverage	Planned Hours: 10
Mode of Instruction (check all that apply) <input type="checkbox"/> Classroom <input type="checkbox"/> Lab <input checked="" type="checkbox"/> Online <input checked="" type="checkbox"/> Self-Study Provided by: Felicia Diamond, CHAS Health Dental Assistant Training Program Specialist	
Description of element/course: Students will: Understand types of provisional coverage including, custom provisional coverage, preformed polymer and polycarbonate crowns, and aluminum crowns. Understand the procedures for fabricating and cementing a custom acrylic provisional crown, and fitting and cementing a preformed polycarbonate crown Understand patient education relating to provisional coverage	

Element/Course: Pediatric Dentistry	Planned Hours: 10
Mode of Instruction (check all that apply) <input type="checkbox"/> Classroom <input type="checkbox"/> Lab <input checked="" type="checkbox"/> Online <input checked="" type="checkbox"/> Self-Study Provided by: Felicia Diamond, CHAS Health Dental Assistant Training Program Specialist	
Description of element/course: Students will: Understand development and characteristics of primary dentitions Understand preventative and treatment recommendations for pediatric patients Learn techniques for appropriate interactions and behavior management Learn how to respond to patients with special needs, dental trauma, and signs of child abuse Understand the placement of a stainless steel crown and pulpotomy of a primary tooth	

Element/Course: Dental Implants	Planned Hours: 10
Mode of Instruction (check all that apply)	

<input type="checkbox"/> Classroom <input type="checkbox"/> Lab <input checked="" type="checkbox"/> Online <input checked="" type="checkbox"/> Self-Study Provided by: Felicia Diamond, CHAS Health Dental Assistant Training Program Specialist
Description of element/course: Students will: Learn the indications and contraindications to implants as well as the evaluations, examination, and health history as it pertains to the dental implant patient Learn about the types of dental implants and specialized radiographs, diagnostic casts, and surgical stents Understand the proper preparation for implant surgery and follow-up care

Element/Course: Special Needs and Medically Compromised Patients	Planned Hours: 10
Mode of Instruction (check all that apply) <input type="checkbox"/> Classroom <input type="checkbox"/> Lab <input checked="" type="checkbox"/> Online <input checked="" type="checkbox"/> Self-Study Provided by: Felicia Diamond, CHAS Health Dental Assistant Training Program Specialist	
Description of element/course: Students will: Understand oral health concerns common to aging patients Understand how to provide considerate and clinically effective care to patients with developmental, physical, and behavioral challenges Learn proper techniques in transferring a patient from a wheelchair	

Element/Course: Assisting in a Medical Emergency	Planned Hours: 10
Mode of Instruction (check all that apply) <input type="checkbox"/> Classroom <input type="checkbox"/> Lab <input checked="" type="checkbox"/> Online <input checked="" type="checkbox"/> Self-Study Provided by: Felicia Diamond, CHAS Health Dental Assistant Training Program Specialist	
Description of element/course: Students will: Understand a dental assistant's role in medical emergencies Describe the signs and symptoms of common medical emergencies Review first aid for various medical emergencies Understand proper documentation following emergencies Recognize what equipment is needed to respond to medical emergencies	

Element/Course: Recognizing Oral Pathology	Planned Hours: 10
Mode of Instruction (check all that apply) <input type="checkbox"/> Classroom <input type="checkbox"/> Lab <input checked="" type="checkbox"/> Online <input checked="" type="checkbox"/> Self-Study Provided by: Felicia Diamond, CHAS Health Dental Assistant Training Program Specialist	
Description of element/course: Students will: Recognize signs and symptoms of various types of oral pathologies Understand terms related to oral pathology	

Element/Course: Nutrition	Planned Hours: 10
Mode of Instruction (check all that apply) <input type="checkbox"/> Classroom <input type="checkbox"/> Lab <input checked="" type="checkbox"/> Online <input checked="" type="checkbox"/> Self-Study Provided by: Felicia Diamond, CHAS Health Dental Assistant Training Program Specialist	
Description of element/course: Students will: Understand how diet and nutrition can affect oral health conditions Learn the components of a healthy diet and how to encourage healthy lifestyle changes in patients	

Element/Course: Lab Day 5	Planned Hours: 7.5
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Felicia Diamond, CHAS Health Dental Assistant Training Program Specialist	
Description of element/course: Overview: The purpose of this lab is to provide a review of matrices and their uses. Students will have an opportunity to place temporary restorations in their typodonts. Students will make models of impressions taken. Students will learn how to trim models made and fabricate a bleach tray. We will discuss provisionals as well.	

Element/Course: Patient Engagement and Education	Planned Hours: 10
Mode of Instruction (check all that apply)	

<input type="checkbox"/> Classroom <input type="checkbox"/> Lab <input checked="" type="checkbox"/> Online <input checked="" type="checkbox"/> Self-Study Provided by: Felicia Diamond, CHAS Health Dental Assistant Training Program Specialist
Description of element/course: Students will: Understand how to establish rapport with patients Learn how to encourage and support healthy behavior change in patients Understand how to convey complex information in a meaningful way

Element/Course: General Anatomy	Planned Hours: 10
Mode of Instruction (check all that apply) <input type="checkbox"/> Classroom <input type="checkbox"/> Lab <input checked="" type="checkbox"/> Online <input checked="" type="checkbox"/> Self-Study Provided by: Felicia Diamond, CHAS Health Dental Assistant Training Program Specialist	
Description of element/course: Students will: Understand the study of the form and structure of the human body Define key terms related to anatomy	

Element/Course: General Physiology	Planned Hours: 10
Mode of Instruction (check all that apply) <input type="checkbox"/> Classroom <input type="checkbox"/> Lab <input checked="" type="checkbox"/> Online <input checked="" type="checkbox"/> Self-Study Provided by: Felicia Diamond, CHAS Health Dental Assistant Training Program Specialist	
Description of element/course: Students will: Understand and define systems of the body Define key terms related to physiology	

Element/Course: Oral Embryology and Histology	Planned Hours: 10
Mode of Instruction (check all that apply) <input type="checkbox"/> Classroom <input type="checkbox"/> Lab <input checked="" type="checkbox"/> Online <input checked="" type="checkbox"/> Self-Study Provided by: Felicia Diamond, CHAS Health Dental Assistant Training Program Specialist	
Description of element/course: Students will: Understand the study of oral embryology Understand the study of histology Define key terms related to oral embryology Define key terms related to histology	

Element/Course: Lab Day 6	Planned Hours: 7.5
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Felicia Diamond, CHAS Health Dental Assistant Training Program Specialist	
Description of element/course: Overview: The purpose of this lab is to provide students with an opportunity to fabricate a provisional, both anterior and posterior. Students will also review steps and passing techniques for an endodontic procedure. We will review any topics as requested.	

Element/Course: Lab Day 7	Planned Hours: 7.5
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Felicia Diamond, CHAS Health Dental Assistant Training Program Specialist	
Description of element/course: Students will take a final exam over knowledge obtained.	

Element/Course: Lab Day 8	Planned Hours: 7.5
Mode of Instruction (check all that apply) <input type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Felicia Diamond, CHAS Health Dental Assistant Training Program Specialist	
Description of element/course: Students will take a final exam over skills obtained and demonstrate mastery of essential skills for instructor.	

To The WSATC:

On 3/8/20, I announced to the dental assistant staff members that we are working to start an apprenticeship program for dental assistant's as an "apprentice able occupation. This was to comply with Washington State standards as a skilled and trained workforce.

As established in our standards of apprenticeship, the dental assistant staff was informed of the need for a committee that represented employees on our Apprenticeship Training Committee and asked for volunteers and nominations for employee representatives of dental assistant staff. We received 5 nominations. Three dental assistants accepted. I asked for the employee representatives to elect a secretary and one volunteered and we voted to confirm her as secretary.

CHAS Health maintains a compensation program that ensures fairness, efficiency, and opportunities for advancement for all employees. Part of this program includes an annual evaluation of all positions for necessary updates to job descriptions and to verify competitive market salaries relevant to role expectation and required skills. The wage for a journey-level Dental Assistant is supported by the Dental Assistant Apprenticeship committee.

On Behalf of The CHAS Health Dental Assistant Apprenticeship Committee,

A handwritten signature in blue ink, appearing to read "Felicia Diamond".

Felicia Diamond, CDA, RDA
Dental Assistant Training Program Specialist
Committee Chair
fdiamond@chas.org

Teri Gardner 2-17-2021

Department of Labor and Industries
 Apprenticeship Section
 PO Box 44530
 Olympia WA 98504-4530



Apprenticeship Committee Representative Qualification Information Experience & Education History

NAME OF PROGRAM/SPONSOR:	CHAS Health
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Committee Representative Name:
 Ashlie Delgado

WORK EXPERIENCE

POSITION (Most recent first)	EMPLOYER / ORGANIZATION	FROM: (Month & Year)	TO: (Month & Year)
MA Training Program Specialist	CHAS Health	01/2020	Present
Medical Support Supervisor	CHAS Health	11/2017	1/2020
Medical Assistant	CHAS Health	02/2015	11/2017
Medical Assistant	Rockwood Diabetes & Endocrinology	10/2013	2/2015
Caregiver	White House Living Center	3/2008	7/2012
Customer Service Rep	West Business Services	07/2005	3/2008

EDUCATION HISTORY

Name and Location of Training and/or School	Month/Year Attended		Program of Study	Type of Certificate or Degree Awarded, if any
	From	To		
Eastern Washington University	09/2014	06/2017	Chemical Dependency	BA
Carrington College	11/2012	09/2013	Medical Assistant	Certificate
Spokane Falls Community College	01/2010	06/2014	General Studies	AAS
John R Rogers Highschool	08/2000	06/2004	General	Diploma

OTHER TECHNICAL CERTIFICATIONS or LICENSES HELD

Medical Assistant Certification - CM60430261

Sponsors may attach additional pages if necessary.

Teri Gardner 2-17-2021

Apprenticeship Committee Representative Qualification Information Experience & Education History

Department of Labor and Industries
Apprenticeship Section
PO Box 44530
Olympia WA 98504-4530



NAME OF PROGRAM/SPONSOR:	CHAS Health
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Committee Representative Name: Jane Lykins
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WORK EXPERIENCE			
POSITION (Most recent first)	EMPLOYER / ORGANIZATION	FROM: (Month & Year)	TO: (Month & Year)
Dental Services Specialist	Chas Health	4/2018	Current
Dental Support Supervisor	Chas Health	4/2014	4/2018
Dental Assistant	Chas Health	12/2013	4/2014
EFDA	Associates in comprehensive Dental Care	5/2005	10/2013
Dental Assistant	Katherine Hakes, DDS	6/2003	4/2005
Dental Assistant	Vendeland Dental Professionals	10/1996	6/2003

EDUCATION HISTORY				
Name and Location of Training and/or School	Month/Year Attended		Program of Study	Type of Certificate or Degree Awarded, if any
	From	To		
Vermont Technical College, Williston Vermont	8/2010	10/2010	Expanded Function Dental Asst	EFDA Credential
Renton VoTech, Renton WA.	1996		Dental Assistant	Certified Dental Assistant

OTHER TECHNICAL CERTIFICATIONS or LICENSES HELD
WA State Dental Assistant Registration
DANB Certification since 1996

Teri Gardner 2-17-2021

Department of Labor and Industries
 Apprenticeship Section
 PO Box 44530
 Olympia WA 98504-4530



Apprenticeship Committee Representative Qualification Information Experience & Education History

NAME OF PROGRAM/SPONSOR:	CHAS Health
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Committee Representative Name:
 Felicia Diamond

WORK EXPERIENCE

POSITION (Most recent first)	EMPLOYER / ORGANIZATION	FROM: (Month & Year)	TO: (Month & Year)
Dental Assistant Training Program Specialist	CHAS Health	6/2019	Present
Dental Support Supervisor	CHAS Health	10/2016	6/2019
Dental Assistant	CHAS Health	10/2006	10/2016

EDUCATION HISTORY

Name and Location of Training and/or School	Month/Year Attended		Program of Study	Type of Certificate or Degree Awarded, if any
	From	To		
Spokane Community College	09/2004	06/2006	Dental Assisting	Certificate
Clarkston High School	8/2000	6/2004	General Studies	HS Diploma

OTHER TECHNICAL CERTIFICATIONS or LICENSES HELD

Certified Dental Assitant credential through Dental Assistant National Board

Registered Dental Assistant credential through State of Washington DOH

BLS Provider card

BLS Instructor (AHA)

Sponsors may attach additional pages if necessary.



Teri Gardner 3-10-2021

Apprenticeship Committee Representative Qualification Information Experience & Education History

NAME OF PROGRAM/SPONSOR:	Erin N Krahn
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Committee Representative Name:

WORK EXPERIENCE			
POSITION (Most recent first)	EMPLOYER / ORGANIZATION	FROM: (Month & Year)	TO: (Month & Year)
Dental Assistant	CHAS	11/2019	Present
Dental Assistant	Mint Condition	4/2019	11/2019
Office Manager / Dental assistant	Apple Valley Dental	2/2015	4/2019

EDUCATION HISTORY				
Name and Location of Training and/or School	Month/Year Attended		Program of Study	Type of Certificate or Degree Awarded, if any
	From	To		
Carrington College	2011	2012	Dental assistant	DA
Shadle Park HS	1995	1999	General	Diploma

OTHER TECHNICAL CERTIFICATIONS or LICENSES HELD
CPR
OSHA/WISHA

Sponsors may attach additional pages if necessary.



Tori Gardner 3-10-2021

Apprenticeship Committee Representative Qualification Information Experience & Education History

NAME OF PROGRAM/SPONSOR:	Chas Health DA Training Program
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Committee Representative Name: Tori Skiles
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WORK EXPERIENCE			
POSITION (Most recent first)	EMPLOYER / ORGANIZATION	FROM: (Month & Year)	TO: (Month & Year)
Dental Assistant	Chas Health	4/19	current

EDUCATION HISTORY				
Name and Location of Training and/or School	Month/Year Attended		Program of Study	Type of Certificate or Degree Awarded, if any
	From	To		
Dental Assisnant Apprentice Completed through WACMCH Chas in Clarkston	4/17	4/19	Dental Assistant	certificate of completion

OTHER TECHNICAL CERTIFICATIONS or LICENSES HELD	
Expanded Functions	

Teri Gardner 3-10-2021

Department of Labor and Industries
Apprenticeship Section
PO Box 44530
Olympia WA 98504-4530



Apprenticeship Committee Representative Qualification Information Experience & Education History

NAME OF PROGRAM/SPONSOR: _____

Committee Representative Name:
Rachel Hint

WORK EXPERIENCE			
POSITION (Most recent first)	EMPLOYER / ORGANIZATION	FROM: (Month & Year)	TO: (Month & Year)
Dental Assistant	CHAS	MAY 2018	Present

EDUCATION HISTORY				
Name and Location of Training and/or School	Month/Year Attended From	To	Program of Study	Type of Certificate or Degree Awarded, if any
NSU	2013	2014	Kinesiology	N/A
SCC	2014	2015	Paralegal program	N/A
CHAS apprenticeship	2018	2019	Dental Assisting	RDA

OTHER TECHNICAL CERTIFICATIONS or LICENSES HELD

BLS (basic life saving certified)

Sponsors may attach additional pages if necessary.

Teri Gardner 2-17-2021

Department of Labor & Industries
Apprenticeship Section
PO Box 44530
Olympia WA 98504-4530



Journey Level Wage Rate

From which apprentices' wages rates are computed

TO: Washington State Apprenticeship & Training Council

From CHAS HEALTH

(NAME OF STANDARDS)

Occupations	County(s)	Journey Level Wage Rate	Effective Date:
Dental Assistant	Washington Statewide	\$18.85	11/7/2020