



Choffin School of Accredited Dental Assisting

200 East Wood Street, Youngstown, Ohio 44503 (330) 744-8749

Dear Dental Assistant Applicant,

The areas included in this assessment/pre-entrance exam for the dental assisting program are: Reading and Language. The test will take approximately 2 hours to complete.

The test will be given at Choffin Career and Technical Center on the second floor in Room #225 Please bring two #2 pencils with you and you must have proper identification to take the exam.

Please Note: Registration is required for the test assessment. Morning tests begin at 10:00 am and evening tests begin at 5:00 pm. Plan to arrive 15 minutes prior to scheduled test time. There are no late entries. Please bring your driver's license or state ID.

When Youngstown City Schools are closed or on a two-hour delay, the test will be canceled and you must call 330-744-8723 to reschedule.

YOU MUST RESERVE A SEAT FOR THE TEST! THERE ARE A LIMITED NUMBER OF TESTS AVAILABLE AND IT IS FIRST COME FIRST SERVE! Please complete the form at the lower portion of this letter, detach it and send it to the school along with a **MONEY ORDER for the application fee in the amount of \$25.00** payable to: YOUNGSTOWN CITY SCHOOLS. **NO PERSONAL CHECKS ACCEPTED, DO NOT SEND CASH THROUGH THE MAIL, MONEY ORDERS ONLY. THIS APPLICATION FEE IS NON REFUNDABLE!**

****You will be notified by the school of your confirmed test date.****

PLEASE PRINT:

NAME _____ ADDRESS _____

CITY _____ STATE/ZIP _____

SS# _____ PHONE _____

BIRTH DATE _____ COUNTY _____

E-MAIL ADDRESS _____

Special Accommodations needed for testing yes or no (circle one) if yes, the school will mail you a special accommodations form that **MUST** be completed before testing.

MAIL TO: **CHOFFIN SCHOOL OF ACCREDITED DENTAL ASSISTING**
 Paula J. Oliver, Program Director
 200 EAST WOOD STREET
 YOUNGSTOWN, OHIO 44503

(Please return this page along with the application and \$25 fee to the school).



**Choffin
School of Accredited
Dental Assisting**

200 East Wood Street Youngstown Ohio 44503 330-744-8749

Dear Applicant,

I am pleased to acknowledge your inquiry regarding the Choffin School of Accredited Dental Assisting Program located at Choffin Career and Technical Center. The enclosed information will aid in answering many of the questions you may have. After reading the information carefully, you may contact me directly if you would like to make an appointment to meet the faculty and tour our facilities or if you have any further questions concerning our Dental Assisting Program.

Registration deadline is April 2020. Anyone who would like be to be considered for admission for the **August 2020 class is strongly encouraged to apply as soon as possible due to the limited class size. If the class is not full, we will continue to accept applications after the deadline.** Carefully complete the program application and return to Attention: Choffin School of Accredited Adult Dental Assisting Program, 200 East Wood Street, Youngstown, Ohio, 44503.

- PROCESS OF APPLYING:**
- 1. Complete and return application along with a \$25.00 money order made out to YOUNGSTOWN CITY SCHOOLS for the application fee with the envelope provided.**
 - 2. Complete the enclosed registration form for your entrance exam.**
 - 3. Upon passing pre-entrance exam a personal interview will be scheduled in the Spring before class begins in August.**

I look forward to further communication with you regarding your interest in our Dental Assisting Program. I hope you decide to join us and gain the skills and professionalism that will open new doors for you.

Sincerely yours,

**Paula J. Oliver, CDA, CDPMA.,CODA.,BA.
Program Director
Choffin School of Accredited Dental Assisting Program
(330) 744 - 8749**