

American Red Cross Dental Assistant Program 2025

Dear Applicant,

Thank you for considering the Dental Assistant Training Program. This program is made possible through a partnership with the American Red Cross and Kadena 18th Medical Group Dental Clinic.

This training program is offered to individuals who are:

1. 18 years or older
2. DOD ID card holders, who are not Active Duty
3. Minimum 1 year left on island from start date
4. Hold a High school Diploma or equivalent
5. U.S. Citizen
6. NOT pregnant, and will not become pregnant during the course of the program

All applications must be completed and returned by February 1st NLT 1600. Selected applicants will be interviewed the 19th and 20th February and the program will begin April 7th. Due to potential exposure to chemicals and x ray equipment, **women who are pregnant will not be considered for this program.** If you become pregnant while in the program, you will be unable to complete training at that time.

The Dental Assistant Program provides each student with quality training. There is no guarantee for acceptance. This course is **not** an accredited Dental Assistant Course and you will **not** receive college credits for this course. You will be provided with the information and knowledge to sit for any Dental Assistant licensure/credentialing exams as applicable.

Each student is responsible for providing his/her own transportation and child care for any and all of the program training/classes. Hours are weekdays 0700-1600.

Please attach a cover letter and resume to the application. Incomplete application packets will not be considered.

For questions or concerns regarding the Dental Program, please contact the Red Cross at okinawaMTF@redcross.org

Thank you for your interest in our Dental Assistant Training Program. Good luck!

Application Checklist:

Please ensure the below documents are included. **Incomplete applications will not be considered.** Submit completed applications to okinawaMTF@redcross.org, under the subject; 'Last name, First name - Kadena Dental Application 2025'

1. Completed Application
2. Cover Letter: **Cover letter should describe what interests you about the Dental Assistant program and what makes you a good candidate.**
3. Resume
4. OPTIONAL: Feel free to include any letters of recommendation (from current or past supervisors, teachers, etc.)

Program Information:

- 5 students
- Student must be in "uniform" chair-side training: scrubs; closed-toe wipeable shoes, safety glasses
- Student will have/keep in their binder: all weekly updates/progress reports & hour log

Student will be provided:

- Scrubs
- PPE including but not limited to; face masks, safety glasses, and gloves
- Student hour log- to be signed daily

Students will be required to:

- Complete 3 weeks (M-F) didactic studies (~120 hours) & 880 hours of chair-side training to be eligible to receive certificate.
- Complete all online training prior to the start of class (HIPAA, Anti-terrorism, Cyber Security)
- Attend Red Cross (18 March) AND Command Orientation (25 March)
- Attend scheduled appointments with Public Health, Immunisations, and Security Clearance (18 March)
- Complete Basic Life Support (BLS) training

MANDATORY DEADLINES & TIMELINE OF EVENTS

subject to change

- Applications due: February 1st, 2025 - NLT 1600
- Application Review/Selection: 2nd week of February, 2025
- Interviews Begin (top candidates): 19th and 20th of February 2025
- Notification of Acceptance: 14 March 2025
- Acceptance of Offer: 17 March 2025 -NLT 1200
- In-processing Appointments: 18 March 2025
- Command Orientation: 25 March 2025
- First Day of Class: 7 April 2025
- Graduation: * 24 October *, 2025 (tentative)

3) Do you have any special skills or training (i.e., computer training, technical experience, language skills, play an instrument)?

4) Why do you think you are a good candidate for this program?

5) Describe your past volunteer experience if any.

6) Is there any information that you would like us to consider in reviewing your application/qualifications?

I hereby attest that the aforementioned information is correct and reflects my work, educational, and life experience.

I understand this is not a state or national certified program.

I understand incomplete or late applications will not be considered.

Applicant's Signature, Date
