

## Division of Apprenticeship Standards (DAS)

### Apprenticeship Program Summary Sheet

**To:** Adele Burnes, Chief  
**From:** Joseph Gallardo  
**CC:** Program Planning and Review  
**Date:** December 20, 2024

**Program Name:** BCOE Dental Assistant Apprenticeship Program  
**Industry:** Healthcare  
**DAS File No.:** 101313  
**Grant Awardee:** ☐ No ☒ Yes CAI (2024)

#### Actions:

- ☒ Proposed new apprentice program
- ☐ Existing apprenticeship program adding new occupations
- ☐ Existing apprenticeship program expanding area of operations
- ☐ Existing apprenticeship program changing work processes on approved occupations.

#### Labor Organizations Representing Any of the Apprentices:

None

#### Request for Approval under Labor Code 3075:

BCOE Dental Assistant Apprenticeship Program is not intended to train in the building and construction trades and is not eligible to dispatch apprentices to projects with public works, prevailing wage, or skilled and trained workforce requirements within the meaning of Labor Code sections 1720 and 3075, and will not train or dispatch apprentices in the building and construction trades or firefighters occupations.

#### Comments:

For over 50 years, Butte County CTE has provided high-quality career and technical education through the Butte County Regional Occupational Program (ROP), serving adult learners throughout Butte County and beyond. This state-funded Career Technical Education (CTE) program holds accreditations from the Council on Occupational Education (COE) and the Western Association of Schools and Colleges (WASC). By partnering with local businesses, ROP delivers essential skills training, instills a strong work ethic, and provides hands-on experience to support students' long-term career success. Building on ROP's foundation of CTE excellence, the Butte County Office of Education (BCOE) proudly developed the Dental Assistant Apprenticeship Program—a unique "Earn as You Learn" pathway. Through this

program, apprentices gain hands-on experience, industry-specific knowledge, and practical job training to excel as Dental Assistants, all at no cost to them. Guided by certified industry professionals and experienced mentors, this program combines classroom learning with real-world application, enabling apprentices to earn an income while working toward their state certification as a Registered Dental Assistant (RDA). Whether starting a new career or advancing to an existing one, this program welcomes participants from all backgrounds. In collaboration with local businesses, we're committed to equipping students with valuable skills, a strong work ethic, and job readiness to excel in today's workforce.

BCOE Dental Assistant Apprenticeship Program will oversee the apprenticeship program herein and seeks approval from the Department of Industrial Relations, Division of Apprenticeship Standards for the following:

**Proposed Occupation, Wage Rate & O\*Net Code:**

- Dental Assistant O\*Net: 31-9091.00  
Professional Worker Wage: \$20.77 per hour  
Proposed Apprentice Wage: \$19.27 per hour  
Proposed No. of Apprentices: 10

**Proposed Employers:**

- Redding Dental Arts Office of Dr. Tucker, 1425 Victor Avenue, Redding, CA 96003

# BCOE Dental Assistant Apprenticeship Program Standards

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## **Article I Purpose and Policy**

The parties hereto declare it to be their purpose and policy to establish an organized, planned system of apprenticeship, conducted as an education-sponsored, employer-based undertaking.

These standards have, therefore, been adopted and agreed upon under the Shelley-Maloney Apprentice Labor Standards Act of 1939, as amended, to govern the employment and training of apprentices in the trade, craft, or occupation defined herein, to become effective upon their approval.

## **Article II Craft, Trade or Occupation, Related and Supplemental Instruction, Term of Apprenticeship, Ratio, Wage Schedule, and Work Training**

**Occupation:** Dental Assistant

**O\*Net Code:** 31-9091.00

**Attachment:** B

## **Article III Organization**

There is hereby established the above-named master apprenticeship committee. The committee shall consist of three (3) members, who shall be selected by and represent the employer organization(s) signatory hereto. In addition, there shall be one (1) apprenticeship consultant representing the Division of Apprenticeship Standards and one (1) advisor from the Local Education Agency, and such other advisors as the committee shall determine. Such advisors and the apprenticeship consultant shall act without a vote.

## **Article IV Jurisdiction**

These standards shall apply to the employer and employee organizations signatory hereto; their members, to other employers who subscribe hereto or who are party to a collective bargaining agreement with an employee organization(s) signatory hereto, and to all apprentice agreements hereunder.

Area Covered by Standards: Butte, Glenn, Shasta, Tehama, Colusa, Yolo, Lassen, Plumas, Yuba, Modoc, Del Norte, Siskiyou, Humboldt, Trinity, Lake, Sierra, Nevada

**Article V Functions**

The functions of the apprenticeship committee shall be to:

- 1) develop an efficient program of apprenticeship through systematic on-the-job training with related and supplemental instruction and periodic evaluation of each apprentice;
- 2) serve in an advisory capacity with employers and employees in matters pertaining to these standards;
- 3) ensure the program's ability, including financial ability, and commitment to meet and carry out its responsibilities under federal and state law and regulations applicable to the apprenticeable occupation and for the welfare of the apprentice;
- 4) aid in the adjustment of apprenticeship disputes;
- 5) develop fair and impartial selection procedures and an affirmative action plan in accordance with existing laws and regulations and apply them uniformly in the selection of applicants for apprenticeship.

**Article VI Responsibilities**

The responsibilities of the apprenticeship committee shall be to:

- 1) supervise the administration and enforcement of these standards;
- 2) adopt such rules and regulations as are necessary to govern the program, provided that the rules and regulations do not conflict with these standards;
- 3) conduct orientations, workshops, or other educational sessions for employers to explain the apprenticeship program's standards and the operation of the apprenticeship program;
- 4) pass upon the qualification of employers and, when appropriate, to suspend or withdraw approval;
- 5) conduct on-going evaluation of the interest and capacity of employers to participate in the apprenticeship program and to train apprentices on the job;
- 6) make periodic evaluations of each apprentice's on-the-job training and related and supplemental instruction;
- 7) ensure safe work site facilities, skilled workers as trainers at the work site, and safe equipment sufficient to train apprentices;
- 8) determine the qualifications of apprentice applicants and ensure fair and impartial treatment of applicants for apprenticeship selected through uniform selection procedures;
- 9) file a signed copy, written or electronic, of each apprentice agreement with the Division of Apprenticeship Standards, within 30 days of execution, with copies to all parties to the agreement;
- 10) establish and utilize a procedure to record and maintain all records of the apprentice's worksite job progress and progress in related and supplemental instruction.

- 11) establish and utilize a system for the periodic review and evaluation of the apprentice's progress in job performance and related instruction;
- 12) discipline apprentices, up to and including termination, for failure to fulfill their obligations on-the-job or in related instruction, including provisions for fair hearings;
- 13) annually prepare and submit a Self-Assessment Review as well as a Program Improvement Plan to the Chief of the Division of Apprenticeship Standards;
- 14) ensure training and supervision, both on the job and in related instruction, in first aid, safe working practices, and the recognition of occupational health and safety hazards;
- 15) ensure training in the recognition of illegal discrimination and sexual harassment;
- 16) establish an adequate mechanism to be used for the rotation of the apprentice from work process to work process to ensure the apprentice of complete training in the apprenticeable occupation, including mobility between employers when essential to provide exposure and training in various work processes in the apprenticeable occupation;
- 17) establish an adequate mechanism that will be used to provide apprentices with reasonably continuous employment in the event of a lay-off or the inability of one employer to provide training in all work processes as outlined in the standards;
- 18) comply with meaningful representation requirements for the interests of apprentices in the management of the program, where apprentices are at least equally represented on an advisory panel established by the apprenticeship committee responsible for the operation of the program;
- 19) adopt changes to these standards, as necessary, subject to the approval of the parties hereto and the Chief of the Division of Apprenticeship Standards.

## **Article VII    Definition of an Apprentice**

An apprentice is a person at least 18 years of age, who has met the requirements for selection under the selection procedures of a participating employer, who is engaged in learning a designated craft or trade and who has entered into a written apprentice agreement under the provisions of these standards.

## **Article VIII    Duties of an Apprentice**

Each apprentice shall satisfactorily perform all work and learning assignments both on the job and in related instruction and shall comply with the rules, regulations and decisions of the apprenticeship committee.

**Article IX    Apprenticeship Agreement**

- 1) Each apprenticeship agreement shall conform to the State law governing apprenticeship agreements, and shall be signed by the employer, by the program sponsor, and by the apprentice and must be approved by the apprenticeship committee.
- 2) Each apprentice shall be furnished with a copy of or be given an opportunity to study these standards before registration. These standards shall be considered a part of the apprenticeship agreement as though expressly written therein.

**Article X    Termination and Transfer of Agreements**

- 1) During the probationary period, an apprenticeship agreement shall be terminated by the apprenticeship committee at the request in writing of either party. After such probationary period, an apprenticeship agreement may be terminated by the Administrator by mutual agreement of all the parties thereto or cancelled by the Administrator for good and sufficient reason.
- 2) If an employer is unable to fulfill his/her obligations to train under any apprenticeship agreement or in the event of a layoff, the apprenticeship committee may, with the approval of the Administrator, transfer such agreement to any other employer if the apprentice consents, and such other employer agrees to assume the obligation of said apprenticeship agreement.

**Article XI    Lay-off**

- 1) If for any reason a lay-off of an apprentice occurs, the apprenticeship agreement shall remain in effect unless cancelled by the Administrator. However, credit for related instruction shall be given when the apprentice continues such instruction during the lay-off.
- 2) There shall be no liability on the part of the employer, the program, or the committee for an injury sustained by an apprentice engaged in schoolwork at a time when the apprentice is unemployed.

**Article XII    Controversies**

All controversies or differences concerning apprenticeship agreements that cannot be adjusted locally by the apprenticeship committee or otherwise shall be submitted to the Administrator for determination.

**Article XIII Certificate of Completion**

- 1) In addition to previous on-the-job training and related school instruction, which is of an approved nature, the Apprentice shall have completed not less than an additional six (6) months as an apprentice under the laws of the State of California and demonstrated mastery of the skills and knowledge of the prescribed program.
- 2) In recognition of unusual ability and progress, the apprenticeship committee may decrease the term of apprenticeship for an individual apprentice not more than twelve and one-half percent (12½%).
- 3) Upon evidence of satisfactory completion of apprenticeship, and upon the recommendation of the apprenticeship committee, each apprentice will be issued a Certificate of Completion by the authority of the Chief of the Division of Apprenticeship Standards and the Interagency Advisory Committee on Apprenticeship.

**Article XIV Equal Opportunity in Apprenticeship**

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation or veteran or military status.

BCOE Dental Assistant Apprenticeship Program will create selection procedures that meet objective standards and maintain a fair and equitable selection process for all applicants.

**Article XV Written Applications**

Discover exciting opportunities by filling out the Interest Forms anytime at the website below. Once you submit your form, you'll receive a confirmation email from BCOE. Visit us today!

<https://cte.bcoe.org/dental-assistant-apprenticeship.html>



**Article XVI Records**

All records will be maintained, in written or electronic form, for five (5) years and kept at:

BCOE Dental Assistant Apprenticeship Program  
2491 Carmichael Drive, Suite 100  
Chico, CA 95928

**Article XVII Annual Compliance**

BCOE Dental Assistant Apprenticeship Program will submit an annual compliance report to the Division of Apprenticeship Standards as requested by the Division.

BCOE Dental Assistant Apprenticeship Program agrees to accept electronic signatures for the Division of Apprenticeship Standards and all related Division of Apprenticeship Standards documents.

The foregoing standards are hereby agreed to and adopted by BCOE Dental Assistant Apprenticeship on November 7, 2024 (Committee approval date).

**Employer Organization**

BCOE Dental Assistant Apprenticeship Program  
2491 Carmichael Drive, Suite 100, Chico, CA 95928

\_\_\_\_\_  
Amanda Samons, Senior Director of  
Workforce Development and Business  
Partnerships

\_\_\_\_\_  
Date

The foregoing apprenticeship standards, being in conformity with the applicable California Labor Code, California Code of Regulations, and Federal Regulations, are hereby approved

\_\_\_\_\_.  
(DAS approval date)

\_\_\_\_\_  
Adele Burnes, Chief  
Division of Apprenticeship Standards

\_\_\_\_\_  
Date

## **Attachment B**

### **Training Schedule and Working Conditions**

BCOE Dental Assistant Apprenticeship Program

#### **Occupation**

**Occupation:** Dental Assistant

**O\*Net Code:** 31-9091.00

#### **Article I Term of Apprenticeship and Probation**

The standard term of apprenticeship shall be competency-based with 160 related and supplemental instruction (RSI) hours, and completed within approximately 12 months.

The period of probation shall be reasonable in relation to the full apprenticeship term, with full credit given for such period toward completion of the apprenticeship, and in no event shall exceed the shorter of 25 percent of the length of the program or one (1) year. The period of probation shall be three (3) months.

#### **Article II Wage Schedule**

##### **Professional Worker Wage:**

\$ 20.77 per hour effective 11/1/2024.

##### **Professional Worker Benefits:**

Health & Welfare	\$ 3.30 per hour
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##### **Apprentice Wage and Advancement Schedule:**

In no case shall an Apprentice receive a starting wage that is less than the applicable federal, state, or local entity (city or county) minimum wage, whichever is higher for the county or city where the apprentice is working. The applicable minimum wage law shall establish the effective date of the minimum wage.

To advance from one period to the next, the apprentice shall have met the following requirements:

1 <sup>st</sup> Period	0% Competencies	\$ 19.27/hour
2 <sup>nd</sup> Period	50% Competencies	\$ 19.77/hour
3 <sup>rd</sup> Period	100% Competencies	\$ 20.77/hour

### **Hours of Work and Working Conditions and Overtime Provision:**

Eight (8) hours of labor constitutes a day's work. Employment beyond eight (8) hours in any workday or more than six (6) days in any workweek requires the employee to be compensated for the overtime at not less than one and one-half times the employee's regular rate of pay for all hours worked in excess of eight (8) hours, up to and including 12 hours in any workday, and for the first eight (8) hours worked on the seventh consecutive day of work in a workweek; and double the employee's regular rate of pay for all hours worked in excess of 12 hours in any workday and for all hours worked in excess of eight (8) on the seventh consecutive day of work in a workweek. If employers utilize an alternative workweek schedule in accordance with the California Industrial Welfare Commission Orders, the overtime will be determined and paid in accordance with the applicable alternative workweek provisions.

The workday and workweek and all other conditions of employment for apprentices shall conform to all applicable laws and regulations and shall not be greater than for those of a professional worker.

Overtime shall not be allowed if it will interfere with or impair the training or be detrimental to the health and safety of the apprentice.

### **ARTICLE III Work-Training**

- 1) The employer shall see that all apprentices are under the supervision of a qualified professional worker or instructor and shall provide the necessary diversified experience and training in order to develop the apprentice into a proficiently skilled worker, as outlined herein.
- 2) Each apprentice shall be trained in the use of new equipment, materials and processes as they come into use in the occupation.
- 3) The major categories in which apprentices will be trained (although not necessarily in the order listed) are as follows:

**Competency Check List**

**Demonstrates Fundamentals:** Apprentice can perform the task with some coaching.

**Proficient in Task:** Apprentice performs task properly and consistently.

**Completion Date:** Date apprentice completes final demonstration of competency.

**Detailed Work Activities:** Initial and date each task when Competency Check List has been completed.

**Behavioral Competencies**

1. Ability to deal with ambiguity by exploring, asking questions, etc.
2. Demonstrate effective one-on-one communication skills
3. Maintain an acceptable attendance record
4. Report to class/training on time
5. Use appropriate language
6. Demonstrate trust, honest and integrity
7. Request and perform class and work assignments without prompting
8. Appropriately care for personal dress, grooming and hygiene
9. Maintain a positive attitude
10. Cooperate with and assist team members and fellow students
11. Follows instructions/directions
12. Able to accept constructive feedback and criticism
13. Adhere to safety rules/policies
14. Demonstrate proper care of equipment and classroom
15. Able to meet instructor's work standards (quality and volume)
16. Able to balance academic and personal life by implementing effective time management and prioritization
17. Cooperates with and assists team members and fellow students
18. Ability to perform at or above the standard of care/competencies

**Technical Competencies****Customer Service and Communication**

1. Communicate effectively with other staff and supervisors
2. Display standard of behavior according to employer policy
3. Exhibit clear, concise, respectful patient communication
4. Use appropriate dental/medical terminology
5. Comply with and respects hierarchy of supervision and communication
6. Work well as a team member
7. Maintain respect for the dignity of every person
8. Observe the rights of patient privacy and confidentiality
9. Provide quality services and support organization changes designed to improve quality
10. Demonstrate courteous and accurate communication skills that maintain positive interpersonal relations, increasing positive commendations and reduced complaints

## 11. Demonstrate courteous and accurate telephone and internet communication skills

### Set-Up

1. Place barrier protection
2. Review patient dental chart
3. Review dental treatment procedures
4. Check dental equipment
5. Arrange dental materials and supplies for procedure
6. Arrange dental instrument tray for procedure
7. Sharpen dental instruments

### Preparing Patient

1. Seat patient (greet, walk to room, place bibb)
2. Update patient medical/dental history
3. Take patient medical/dental history
4. Inform patient of procedure
5. Respond to patient questions and concerns

### Assist with Dental Procedures (Includes Expanded Functions)

1. Report patient status to dentist
2. Provide chairside assistance to the Dental Provider, instrument and materials exchange for efficient patient care
3. Know and use dental procedure isolation technique when required
4. Know and use dental materials appropriately
5. Prevent and assist in managing dental medical emergencies
6. Record dental charting
7. Take accurate preliminary impressions as directed
8. Select tooth color shade
9. Adjust operatory light (e.g., position, dims)
10. Place topical anesthetic
11. Pass instruments (e.g., 4-handed dentistry)
12. Evacuate oral cavity
13. Retract tongue and cheek
14. Rinse mouth with water
15. Dry tooth with air
16. Place and remove rubber dams, matrices and wedges
17. Mix materials for procedure (e.g., cement, impressions, filling)
18. Light cure materials
19. Clean denture
20. Assess patient's comfort
21. Record patient health history, vital signs, medication, medical alerts with updates as required and treatment procedures and other required information in patient chart in electronic dental record

22. Take and record intra/extra photos for patient records

Radiology Assist with Dental X-Rays

1. Head and Neck Anatomy
2. Take (expose) dental X-rays/images
3. Develop dental X-rays
4. Mount dental X-rays
5. Extra-oral and Intraoral Imaging
6. Principles and Techniques of Instrument Processing

Maintain Infection Control

1. Maintain personal vaccinations as required (e.g. hepatitis A & B, TB)
2. Change barrier protection
3. Dispose of Sharps (e.g., needles, scalpel, suture needles, burs, carpules)
4. Dispose of biohazard
5. Sterilize dental instruments
6. Disinfect operatory
7. Prevent cross-contamination (e.g., PPE, disposal materials)
8. Change solutions (e.g., cold sterile, autoclave, ultra-sonic)
9. Disinfect lab cases/models
10. Maintain evacuation systems (e.g., change traps, run solutions)
11. Maintain clean work environment (e.g., sweep, mop & dust)
12. Maintain dental unit water lines (DUWL)
13. Monitor autoclave operation
14. Follow infection control standard precautions

Perform Lab Tasks

1. Pour impressions & study diagnostic models
2. Trim models (e.g., study and diagnostic)
3. Create stints from models (e.g., bleaching trays, mouth guards, fluoride treatment and traps)
4. Prepare lab prescriptions
5. Replenish lab materials
6. Prepare wax tray-ins (e.g., partials and dentures)
7. Disinfect dental lab
8. Change plastic traps
9. Maintain dental lathe
10. Maintain model trimmer
11. Clean alginate trays
12. Pumice finished product
13. Maintain Dental CAD/CAM milling machine

Provide Patient Support

1. Comfort patient (e.g. hold hand, tissue, converse)
2. Notify patient of recall appointment
3. Assist in patient referral (endodontist, oral surgeon)
4. Instruct patient on pre/post-operative care
5. Instruct on pre and post treatment medications
6. Provide oral hygiene instructions (brush, floss, disclosing solution)
7. Provide patient education (explain crown, root canal, perio-disease)
8. Inform patient on continuing care
9. Show image of teeth (intra-oral, digital, X-ray)

Assist with Front Office Functions

1. Confirm cases with lab (partials, crowns)
2. Use computer basic program, and dental program software
3. Provide clerical services in clinical tasks as required
4. Assist with dental supplies as requested such as: Inventory dental supplies, assist with order, check-in and organize supplies
5. Restock operator/office with dental supplies
6. Other front office tasks as required by the dental office



**ARTICLE IV Related Instruction**

Apprentices shall satisfactorily complete prescribed courses of related and supplemental instruction, which will not be less than 160 hours per year. Related and supplemental instruction will be provided by Butte County Office of Education.

Time spent in related and supplemental instruction may not be compensated.

<b><u>Classes</u></b>	<b><u>Hours</u></b>
Dental Infection Control and Dental Practice Act Dental Practice Act/Infection Control Certification	30
Dental Sciences	30
Dental Materials Pit and Fissure Sealant Certificate	20
Radiation Safety California X-Ray Certificate	40
Basic Dental Assisting	20
Coronal Polish Coronal Polish Certificate	20
<b>Total Hours</b>	<b>160</b>

**ARTICLE V Ratio**

The ratio of apprentices to professional workers shall be:

- 1) Ratio #1: Each professional worker may supervise two (2) apprentice(s)