Division of Apprenticeship Standards (DAS)

Apprenticeship Program Summary Sheet

To: Adele Burnes, Chief
From: Michele Huitric
CC: DAS, Program Planning & Review Unit
Date: July 31, 2026

Program Name: Global Dental Academy
Industry: Healthcare
DAS File No.: 101658
Grant Awardee: ☒ No ☐ Yes

Action(s):

- ☒ 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 Organization(s) Representing Apprentices:

None

Request for Approval under Labor Code 3075:

Global Dental Academy 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:

The Global Dental Academy is committed to training highly competent, ethical, and skilled healthcare professionals in both dental assisting and central sterile processing. Through a structured combination of hands-on clinical experience and didactic instruction, the program equips apprentices with the technical knowledge, infection control standards, and operational competencies required in modern healthcare and dental settings. Our mission is to promote patient safety, support high-quality care delivery, and develop a workforce prepared to meet the evolving demands of both clinical and sterile processing environments.

Global Dental Academy 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: $23.00 per hour
  - Proposed Apprentice Wage: $20.66 per hour
  - Proposed No. of Apprentices: 60

- Central Sterile Processing Technician — O*Net: 31-9093.00
  - Professional Worker Wage: $30.00 per hour
  - Proposed Apprentice Wage: $24.00 per hour
  - Proposed No. of Apprentices: 60

Proposed Employers:

- Emad Bassali, D.D.S., Inc., 4940 Van Nuys Blvd., Suite 101, Sherman Oaks, CA 91403
  - Occupation(s): Dental Assistant, Central Sterile Processing Technician

DAS FILE # 101658

Global Dental Academy
Program Standards

Table of Contents

Program Standards……...1-7
List of Committee Members…….. Attachment A
Training Schedule and Working Conditions
Dental Assistant…….. Attachment B-1
Central Sterile Processing Technician ..……..Attachment B-2
Local Education Agency Letter(s)…… Attachment C
Sample Employer Agreement ……..Attachment D

DAS FILE # 101658

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	O*Net Code	Attachment
Dental Assistant	31-9091.00	B-1
Central Sterile Processing Technician	31-9093.00	B-2

Article III Organization

For each employer participating in this program, an “Employer Agreement” (See Attachment D) will be provided to specify the information particular to that employer as noted herein, including the option to waive or offer participation on the committee, employer committee members will be selected as outlined in the rules & regulations.

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: Los Angeles, Orange, San Bernardino, Ventura Counties

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 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 Apprentice Agreement

1) Each apprentice agreement shall conform to the State law governing apprentice 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 apprentice agreement as though expressly written therein.

Article X Termination and Transfer of Agreements

1) During the probationary period, an apprentice agreement shall be terminated by the apprenticeship committee at the request in writing of either party. After such probationary period, an apprentice 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 apprentice 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 apprentice agreement.

Article XI Lay-off

1) If for any reason a lay-off of an apprentice occurs, the apprentice 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 apprentice 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.

Global Dental Academy will ensure selection procedures meet objective standards and maintain a fair and equitable selection process for all applicants.

Article XV Written Applications

Applications will be accepted on a continual basis. Prospective apprentices may apply to the program by completing an application through our website (https://www.globaldentalassisting.com/programs), contacting our office by email (globaldentalassistant@gmail.com), or visiting our training location (7136 Haskell Ave., Suite 217, Van Nuys, CA 91406), which is open Monday-Friday, 9 am-5 pm.

Article XVI Records

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

Global Dental Academy
7136 Haskell Ave.
Suite 217
Van Nuys, CA 91406

Article XVII Annual Compliance

Global Dental Academy will submit an annual compliance report to the Division of Apprenticeship Standards as requested by the Division.

Global Dental Academy agrees to accept electronic signatures for these Standards and all related Division of Apprenticeship Standards documents.

The foregoing standards are hereby agreed to and adopted by Global Dental Academy on July 24, 2026 (Committee approval date).

Employer Organization

Global Dental Academy

7136 Haskell Ave., Suite 217, Van Nuys, CA 91406

_____ _____

Philomena Oboh, DDS, President 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 Date

Division of Apprenticeship Standards

DAS FILE # 101658

Attachment B-1

Training Schedule and Working Conditions

Global Dental Academy

Occupation

Occupation: Dental Assistant
O*Net Code: 31-9091.00

Article I Term of Apprenticeship and Probation

The standard term of apprenticeship shall be a competency-based approach, with approximately 2000 on-the-job training (OJT) hours, 146 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 year. The period of probation shall be 3 months.

Article II Wage Schedule

Professional Worker Wage:

$ 23.00 per hour effective 7/24/2026.

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:

1st period	Starting wage	$ 20.66 / hour
2nd period	6 months and onward	$ 23.00 / hour

Hours of Work and Working Conditions and Overtime Provision:

Eight hours of labor constitutes a day's work. Employment beyond eight hours in any workday or more than six 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 hours, up to and including 12 hours in any workday, and for the first eight 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 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:

<u>Competency Check List</u>

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 as Competency Check List is completed.

DAS FILE # 101658

Professional Competencies and Performance Areas

1. Prepare patient, sterilize or disinfect instruments, set up instrument trays, prepare materials, or assist dentist during dental procedures

a) Prepare operatory and seat patient according to procedure requirements

b) Sterilize or disinfect instruments and set up trays with appropriate materials

c) Provide chairside assistance using four-handed dentistry techniques

2. Record treatment information in patient records

a) Document procedures performed and materials used

b) Update patient chart with clinical notes and provider instructions

c) Maintain accurate and confidential electronic or paper records

3. Assist dentist in management of medical or dental emergencies

a) Identify signs of medical or dental emergencies

b) Retrieve and prepare emergency equipment and medications

c) Assist dentist in administering emergency protocols and monitoring patient

4. Order and monitor dental supplies and equipment inventory

a) Track supply usage and identify low inventory levels

b) Place orders with approved vendors

c) Maintain organized storage and verify receipt of materials

5. Expose dental diagnostic x-rays

a) Position patient and sensor/film correctly

b) Set appropriate exposure settings according to procedure

c) Process, evaluate, and store radiographic images

6. Provide postoperative instructions prescribed by dentist

a) Review dentist’s postoperative care directions

b) Explain medication, diet, and activity restrictions

c) Document instructions provided in patient record

7. Instruct patients in oral hygiene and plaque control programs

a) Demonstrate proper brushing and flossing techniques

b) Educate patient on plaque control and preventive care

c) Recommend oral hygiene aids as directed by dentist

8. Take and record medical and dental histories and vital signs of patients

a) Obtain updated medical and dental history

b) Measure and record vital signs accurately

c) Report significant findings to dentist

9. Apply protective coating of fluoride to teeth

a) Prepare teeth according to fluoride protocol

b) Apply fluoride treatment safely and effectively

c) Provide post-application instructions

10. Schedule appointments, prepare bills, receive payment, complete insurance forms, and maintain records

a) Schedule and confirm patient appointments

b) Prepare billing statements and collect payments

c) Complete insurance claims and maintain financial records

11. Make preliminary impressions for study casts and occlusal registrations

a) Select appropriate tray and impression material

b) Take accurate preliminary impression

c) Disinfect and label impression for laboratory processing

12. Pour, trim, and polish study casts

a) Prepare dental stone according to manufacturer instructions

b) Pour impression and allow proper setting time

c) Trim and polish cast to proper specifications

13. Fabricate temporary restorations or custom impressions

a) Prepare matrix or impression for temporary restoration

b) Fabricate and contour temporary restoration

c) Finish and polish temporary for proper fit

14. Clean and polish removable appliances

a) Inspect appliance for damage or wear

b) Clean appliance using appropriate materials

c) Polish and prepare appliance for patient delivery

15. Clean teeth using dental instruments

a) Remove plaque as directed

b) Polish teeth using appropriate polishing agents

c) Rinse and evaluate patient comfort

16. Fabricate and fit orthodontic appliances and materials

a) Prepare materials for orthodontic appliance fabrication

b) Assist in fitting and adjusting appliances

c) Provide patient instructions for appliance care

Total Approximate On-Job-Training Hours 2000

Article IV Related Instruction

Apprentices shall satisfactorily complete prescribed courses of related and supplemental instruction, which will not be less than 146 hours per year. Related and supplemental instruction will be provided by Global Dental Academy and overseen by San Joaquin County Office of Education.

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

COURSE	HOURS
General Introduction to Dental Terminology, Anatomy, Instruments, and Equipment Description: Covers dental terminology, oral anatomy, tooth numbering systems, and identification and use of dental instruments and equipment.	12
Four-Handed Dentistry, Instrument Transfer, Isolation Techniques, Assistant Positions, Handpiece Maintenance and Sterilization Description: Instruction on chairside assisting techniques, infection control, instrument transfer, and handpiece care.	16
Radiology Theory and Practice, Radiation Safety, Darkroom Procedures Description: Principles of dental radiography, radiation safety, image processing, and regulatory compliance.	10
Amalgam and Composite Materials and Instrumentation, Tubs and Trays Description: Dental restorative materials, tray setup, and instrument handling.	10
Cements and Liners, Alginate Impressions Description: Dental cements, liners, impression materials, and impression techniques.	18

Oral Surgery and Periodontics Instruments, Materials and Procedures, Sterilization
Description: Chairside assisting for oral surgery and periodontal procedures, sterilization protocols. 18

Crown and Bridge Instruments and Materials, Impression Materials, Temporaries, Bites
Description: Assisting with fixed prosthodontic procedures, temporaries, and bite registrations. 18

Endodontic Instruments, Materials and Procedures, Orthodontics, Job Interview Techniques
Description: Endodontic and orthodontic assisting procedures and job readiness skills. 14

Office Management, Front Desk Operations, Appointments, Billing and Insurance, Office Software, Tooth Charting
Description: Administrative duties, scheduling, billing, insurance processing, and charting. 14

Pediatric Dentistry – Theory and Practice
Description: Pediatric dental procedures, behavior management, and preventive care. 16

TOTAL HOURS 146

Article V Ratio

The ratio of apprentices to professional workers shall be:

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

DAS FILE # 101658

Attachment B-2

Training Schedule and Working Conditions

Global Dental Academy

Occupation

Occupation: Central Sterile Processing Technician
O*Net Code: 31-9093.00

Article I Term of Apprenticeship and Probation

The standard term of apprenticeship shall be a competency-based approach, with approximately 2000 on-the-job training (OJT) hours, 168 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 year. The period of probation shall be 3 months.

Article II Wage Schedule

Professional Worker Wage:

$ 30.00 per hour effective 7/24/2026.

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:

1st period	Starting wage	$ 24.00 / hour
2nd period	6 to 8 months	$ 26.00 / hour
3rd period	9 months and onward	$ 30.00 / hour

Hours of Work and Working Conditions and Overtime Provision:

Eight hours of labor constitutes a day's work. Employment beyond eight hours in any workday or more than six 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 hours, up to and including 12 hours in any workday, and for the first eight 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 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 as Competency Check List is completed.

DAS FILE # 101658

Professional Competencies and Performance Areas

1. Operate and maintain steam autoclaves, keeping records of loads completed, items in loads, and maintenance procedures performed

a) Load and operate steam autoclave according to manufacturer guidelines

b) Document load contents, cycle parameters, and completion time

c) Perform and record routine maintenance and cleaning procedures

2. Clean instruments to prepare them for sterilization

a) Sort and disassemble instruments according to type

b) Manually or mechanically clean instruments using approved detergents

c) Inspect instruments for cleanliness before sterilization

3. Record sterilizer test results

a) Perform biological, chemical, and Bowie-Dick testing as required

b) Interpret sterilization indicator results

c) Document and file test results according to facility policy

4. Organize and assemble routine or specialty surgical instrument trays or other sterilized supplies

a) Identify instruments required for specific procedures

b) Assemble trays according to standardized count sheets

c) Wrap or package trays for sterilization and distribution

5. Examine equipment to detect leaks, worn or loose parts, or other indications of disrepair

a) Conduct routine visual inspections of equipment

b) Test mechanical components for proper function

c) Identify and document any irregularities

6. Report defective equipment to appropriate supervisors or staff

a) Document equipment malfunction or safety concern

b) Notify supervisor or biomedical department

c) Remove defective equipment from service

7. Maintain records of inventory or equipment usage and order medical instruments or supplies when inventory is low

a) Monitor stock levels and usage trends

b) Update inventory tracking system

c) Submit supply requisitions as needed

8. Stock crash carts or other medical supplies

a) Verify required emergency equipment and medications

b) Replace expired or missing items

c) Seal and document crash cart readiness

9. Start equipment and observe gauges and equipment operation to detect malfunctions

a) Power on equipment following operational procedures

b) Monitor temperature, pressure, and time gauges

c) Identify and report abnormal readings

10. Check sterile supplies to ensure that they are not outdated

a) Inspect packaging integrity

b) Verify sterilization dates and expiration labels

c) Remove expired supplies from circulation

11. Attend hospital in-service programs related to areas of work specialization

a) Participate in continuing education sessions

b) Review updates on sterilization standards and protocols

c) Apply updated procedures to daily practice

12. Disinfect and sterilize equipment such as respirators, hospital beds, oxygen, or dialysis equipment

a) Identify appropriate disinfection or sterilization method

b) Operate washers, sterilizers, or aerators safely

c) Verify completion of disinfection or sterilization cycle

13. Purge wastes from equipment by connecting equipment to water sources and flushing water through systems

a) Connect equipment to approved water source

b) Flush system according to manufacturer protocol

c) Dispose of waste water following safety guidelines

14. Deliver equipment to specified hospital locations or to patients' residences

a) Verify delivery order and equipment condition

b) Transport equipment safely to designated location

c) Obtain confirmation of delivery

15. Assist hospital staff with patient care duties, such as providing transportation or setting up traction

a) Prepare equipment needed for patient transport or setup

b) Assist staff in positioning or mobilizing patients safely

c) Return and disinfect equipment after use

16. Order medical supplies for healthcare facilities or laboratories

a) Review departmental supply needs

b) Communicate with approved vendors

c) Track purchase orders and confirm receipt of supplies

Total Approximate On-Job-Training Hours **2000**

Article IV Related Instruction

Apprentices shall satisfactorily complete prescribed courses of related and supplemental instruction, which will not be less than 168 hours per year. Related and supplemental instruction will be provided by Global Dental Academy and overseen by San Joaquin County Office of Education.

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

COURSE	HOURS
Medical Terminology, Anatomy, and Physiology Foundations Description: Introduction to medical terminology, anatomy, physiology, and body systems relevant to sterile processing environments.	8
Introduction to Central Service Description: Overview of central service department roles, responsibilities, workflow, regulations, and quality assurance.	12

Microbiology and Infection Prevention
Description: Microorganisms, infection prevention principles, and regulatory standards related to sterile processing. 8

Transport, Cleaning, and Decontamination
Description: Transport of contaminated items, decontamination processes, cleaning methods, tools, chemicals, and safety procedures. 16

Disinfection
Description: Principles of disinfection, Spaulding Classification System, disinfectants, and quality assurance practices. 12

Surgical Instrumentation
Description: Identification, care, handling, inspection, and processing of surgical instruments, endoscopes, and powered equipment. 32

Assembly and Packaging
Description: Assembly of instrument sets, packaging methods, sterilization indicators, and quality control documentation. 24

Sterilization
Description: Steam and low-temperature sterilization methods, sterilization cycles, monitoring, and safety practices. 24

Sterile Storage and Transport
Description: Principles of sterile storage, event-related sterility, handling, and transport of sterile supplies. 12

Monitoring, Recording, and Quality Assurance
Description: Recordkeeping, quality assurance programs, inventory systems, FMEA, and root cause analysis. 8

Central Services Support and Management
Description: Department operations, tracking systems, safety and risk management, communication, and professional development. 12

TOTAL HOURS **168**

Article V Ratio

The ratio of apprentices to professional workers shall be:

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