



Commission on Dental Accreditation

February 20, 2018

Dr. Byron Breland
President
San Jose City College
2100 Moorpark Avenue
San Jose, CA 95128

RE: San Jose City College, San Jose, California
Dental Assisting Program
Status: Approval without Reporting Requirements

Dear Dr. Breland,

At its February 1, 2018 meeting, the Commission on Dental Accreditation (CODA) granted the dental assisting program the accreditation status of “approval without reporting requirements.” The definitions of accreditation classifications are enclosed. Below is a summary of actions and additional information.

Dental Assisting Site Visit

The Commission considered the site visit report on the dental assisting program. On the basis of this review, the Commission adopted a resolution to grant the program the accreditation status of “approval without reporting requirements.”

No additional information is requested from the program at this time. The next site visit for the program is scheduled for **2024**.

General Information

The findings of the Commission on Dental Accreditation are noted in the enclosed Commission approved site visit report. Oral comments made by site visit team members during the course of the site visit are not to be construed as official site visit findings unless documented within the site visit report and may not be publicized. Further, publication of site visit team members’ names and/or contact information is prohibited.

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One copy of this report and the related enclosures have also been sent to the chief administrative officer and program director copied on this letter. The Commission requests that a copy of this report and the related enclosures be forwarded to the chairpersons and appropriate faculty.

The Commission expects institutions to keep the Commission informed as soon as possible of anticipated changes in any approved educational program offered, particularly in the areas of administration, enrollment, faculty, facilities and curriculum. The Commission's policy and guidelines for reporting program changes are enclosed. Guidelines for specific program changes, including reporting enrollment changes, adding sites where educational activity occurs, and developing a teach-out report are found on the Commission's website.

Institutions/Programs are expected to follow Commission policy and procedure on privacy and data security related to compliance with the Health Insurance Portability and Accountability Act (HIPAA). The Commission's statement on HIPAA, as well as the Privacy and Data Security Summary for Institutions/Programs (PDF), are found in the Policies/Guidelines section of the Commission's website at <http://www.ada.org/en/coda/policies-and-guidelines/hipaa/>. Programs that fail to comply with CODA's policy will be assessed a penalty fee of \$4000.

The Commission has authorized use of the following statement by institutions or programs that wish to announce their programmatic accreditation by the Commission. Programs that wish to advertise the specific programmatic accreditation status granted by the Commission may include that information as indicated in italics below (see text inside square brackets); that portion of the statement is optional but, if used, must be complete and current.

The program in dental assisting is accredited by the Commission on Dental Accreditation [*and has been granted the accreditation status of "approval without reporting requirements"*]. The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at (312) 440-4653 or at 211 East Chicago Avenue, Chicago, IL 60611. The Commission's web address is: <http://www.ada.org/en/coda>.

The Commission wishes to thank you and the faculty and staff for their cooperation during the site visit. If this office can be of any assistance to you, please contact me by telephone, at 1-800-621-8099, extension 4660 or by e-mail, at smithmi@ada.org.

Sincerely,



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Michelle Smith, RDH, MS
Manager, Allied Dental Education
Commission on Dental Accreditation

MS/ds

Enclosures: CODA Accreditation Status Definitions
Formal Report of the Site Visit
Guidelines for Reporting Program Changes in Accredited Programs
Electronic Submission Guidelines for General Correspondence

cc: Ms. Lena Tran, interim vice president, Strategic Partnerships and Workforce
Innovation, San Jose City College
Ms. Edna Dolatre, program director, Dental Assisting Program
Mr. Herman Bounds, Jr., director, Accreditation Division, U.S. Department of
Education (via CODA website)
State Boards of Dentistry (via CODA website)
Institutional Accreditors (via CODA website)
Dr. William G. Leffler, chair, CODA
Dr. Sherin Tooks, director, CODA