

Title: Secretarial Studies – Dental

Code: 4735

Credits: 36

Duration: 540 hours

Training sector: Administration, Commerce and Computer Technology (01)

Certification of studies: Skills Training Certificate (STC) (awarded exclusively by educational institutions)

Authorized in: 2012

Mandated recognized educational institution: des Premières-Seigneuries

Participating recognized educational institutions: des Portages-de-l'Outaouais, des Grandes-Seigneuries, de la Région-de-Sherbrooke, des Rives-du-Saguenay, de la Rivière-du-Nord, Marguerite-Bourgeoys, Riverside, de Montréal, de la Pointe-de-l'Île

Occupation: Dental secretary

Program of study objectives: Promote the acquisition of skills and knowledge related to the administration and management of a dental clinic (managing work schedules, dental records, invoicing, etc.) with an emphasis on developing the qualities, attitudes, and behaviours required to build loyalty among a diverse clientele. Dental secretaries work in private dental clinics and clinics specializing in endodontics, periodontics, maxillofacial surgery, prosthodontics, pediatric dentistry, and orthodontics. Dental secretaries may also work in dental schools, clinics, and dental laboratories.

Conditions of admission:

To be eligible for admission to the *Secretarial Studies – Dental program*, candidates must satisfy the following requirements:

- 1** Have obtained at least Secondary III credits or the equivalent in the language of instruction, second language and mathematics
- or** Have obtained an Attestation of Equivalence of Secondary Studies (AESS)
- or** Have successfully completed the General Development Test (GDT) with or without specific prerequisites
- 2** Have interrupted their full-time studies for at least 12 months
- or** Are 18 years old when entering training
- or** Have obtained a Secondary School Diploma (SSD) or a Diploma of Vocational Studies (DVS) or their equivalent
- or** Meet the eligibility conditions of Emploi-Québec's workforce training measure

☒ This program is accessible via the [TCST-STC bridge](#).

PROGRAM OF STUDY CONTENT

AEP Code	Statement of the Competency	Hours
AEP 735-011	Determine their suitability for the occupation and the training process	15
AEP 735-024	Consult dental records	60
AEP 735-032	Build professional relationships	30
AEP 735-042	Communicate in writing	30
AEP 735-051	Manage dental records	15
AEP 735-061	Adopt safe practices in the workplace	15
AEP 735-073	Coordinate clinic services and activities	45
AEP 735-084	Issue invoices for treatments to clients and third-party payers	60
AEP 735-092	Submit claims to the Régie de l'assurance-maladie du Québec (RAMQ)	30
AEP 735-108	Use dental clinic-specific software applications	120
AEP 735-112	Manually perform accounting operations in a dental clinic	30
754-561	Commit themselves to the development of their career	15
AEP 735-135	Enter the workforce	75

Documentation available upon request

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| ☒ Work Situation or Profession Analysis Report
(Rapport de l'AST ou de l'AP) | ☒ Program of Study
(Programme d'études) | ☐ RAC Tools
(Instrumentation RAC) |
| ☐ Proposed Training Plan
(Projet de formation) | ☐ Organizational Guide
(Guide d'organisation) | |
| ☒ Harmonization Table
(Tableau d'harmonisation) | ☐ Evaluation Framework
(Cadre d'évaluation) | |