

West Los Angeles College
Department of Dental Hygiene Continuing Education
RDHAP Program

Dear Applicant;

Attached please find the information that you have requested regarding the WLAC RDHAP Program.

Included with this email are the following:

1. Program Description
2. Application
3. Employer Verification Form (this is only for you to complete; you do not need to have your employer sign it. However it will be required at the time that you apply for licensure).

Thank you for your interest in the RDHAP Program. Please contact us via email or by phone for any further information.

Please submit your application and deposit by December 15, 2010 to insure a place in the program beginning January 14, 2011.

Schedule of classes:

January 14 & 15, 2011

February 18 & 19, 2011

March 26, 2011 (Symposium)

April 15 & 16, 2011

May 6 & 7, 2011

State Ethics Exam: Online, by appointment, through DHCC testing center.

Contact Information

West Los Angeles College
Department of Dental Hygiene
9000 Overland Ave.
Culver City, CA 90230

Natalie Ferrigno, R.D.H., B.S, Program Coordinator

ferrignr@wlaac.edu

310-278-4464 office

310-287-4461 fax

Ginny Williams, Department Sr. Office Assistant

alliedhealth@wlaac.edu

310-287-4464 office

310-287-4461 fax

West Los Angeles College
Department of Dental Hygiene Continuing Education
Program for Registered Dental Hygiene in Alternative Practice (RDHAP)

Program Description

The West Los Angeles College Department of Dental Hygiene Continuing Education, Registered Dental Hygiene in Alternative Practice (RDHAP) Program Proposal was accepted by the Dental Board of California (DBC) and the Committee of Dental Auxiliaries (COMDA) on August 9, 2002, and most recently by the Dental Hygiene Committee of California (DHCC), 2009.

The objective of this program is to prepare participants in providing dental hygiene services, as stated in the CA Code Section 1770, in the following settings: Residences for the homebound, schools, residential facilities and other institutions, dental health professional shortage areas, as certified by the office of Statewide Health Planning and Development in accordance with existing office guidelines (CA code 1770 b, 1, 2, 3, 4).

This program is designed to meet the state guidelines for RDHAP licensure. The program will be offered yearly with the session starting in January and ending in May. The State Ethics Exam may be taken upon completion of all state and program requirements.

West Los Angeles College is an institution of higher learning accredited by the Western Association of Schools and Colleges Accrediting Commission for Community and Junior Colleges. The Dental Hygiene Program is accredited by the American Dental Association Commission of Dental Accreditation.

Program Schedule

To meet the 150 hours of instruction state requirement and facilitate attendance of potential participants throughout the state of California, the courses will be offered on weekends and through Portable Electronic Educational Materials. The educational model used in this program is currently applied by many universities throughout the United States with executive and postgraduate programs.

All lecture courses will be held at West Los Angeles College.

- The program is structured to be completed in 4 months
- Participants will attend a total of **4 weekend sessions**
- Each weekend session is structured for 6 to 8 hours on Fridays and Saturdays
- The remaining hours are delivered in a Flash Drive format. Participants can complete the hours and assignments as a distant-learning course.
- Fieldwork assignments or workshops will be incorporated with the lecture courses during the 4 month session. A total of 15 hours will be required to complete the fieldwork assignments or problem solving workshops. Ideally a day of interaction with RDHAP's currently working in the field.
- State examination may be taken, when all requirements have been met.

**All dates in the schedule of classes are subject to change pending enrollment.*

Courses

The RDHAP curriculum includes courses in the following topics:

- Program Introduction and Fieldwork Experience and Workshops
- Legal Issues for the RDHAP
- Nursing Home Law, Relations and Contract Development with Institutions and Staff
- Library and Research Resources, Business Administration
- Oral Pathology, Pharmacology
- Oral Medicine, Geriatrics
- Medical Status Evaluation, Management of Medically Compromised Individuals
- Developmentally Disabled
- Pediatric Patients
- Medical Terminology
- Medical Emergencies
- Dental Hygiene Diagnosis
- Treatment Planning and Patient Care
- Antimicrobial Agents, Fluorides
- Pit and Fissure Sealants
- Abuse Recognition and Reporting
- Portable Dental Equipment
- Infection Control in Alternative Environments
- Practice Management including Insurance Billing and Processing

The curriculum sequence is organized to first provide sufficient background to the legal and business issues as it relates to the RDHAP parameters of care and to begin Fieldwork assignments. Skills required for research, internet, and online communication will be introduced early in the program to facilitate participant and faculty interaction and fieldwork assignments. Several courses will be given via Flash Drive. Participants can complete these courses at home anytime during the length of program. A suggested time line for taking the course is incorporated into the curriculum sequence. The remaining courses on patient management and care, alternative practice equipment and infection control, and practice management systems follow a sequential pattern.

All program requirements are consistent with the California Practice Act.

Application Guidelines

Applicants to the program must show proof of the following for admission to the RDHAP Program:

1. Active California Registered Dental Hygiene License and CPR certificate
2. Employment verification with a minimum of 2000 hours of clinical practice in the immediately preceding 36 months. Employer verification forms which include the name, address, phone and license number of the dentist or employer must be provided with the State license application.
3. Educational requirements will be verified by the submission of official transcripts, bachelor's diploma or equivalence from a college or institution of higher education that is accredited by a national agency recognized by the Council on Postsecondary Accreditation or the US Department of Education. For example, an AA or AS degree with a certificate in Dental Hygiene from an accredited program. A minimum of 120 semester college units is considered BS equivalence.

Accepted applicants will be contacted by e-mail or by phone.

Program is subject to cancellation or postponement pending enrollment of a minimum of 12 participants.

Courses will be provided through the Dental Hygiene Department Continuing Education, at West Los Angeles College.

Faculty

Faculty and course chairs have been selected based on their expertise in the topic areas and for their experience as educators in the proposed curriculum courses. Faculty members have a full or part-time position in an educational institution or have lectured at Dental or Dental Hygiene Schools in the state of California. Several of the faculty members have experience as practicing clinicians in non-profit clinical facilities, hospital-based clinics, and have lectured in their topic areas for dental hygiene or dental society meetings.

Facilities

The West Los Angeles College Department of Dental Hygiene will be used for lectures. The lecture room is equipped with a computer connected to an overhead monitor for lecture presentations. A demonstration/presenter, video camera and internet access are available to facilitate lectures.

Parking

Street parking is available in the South Parking Structure; \$2 to park. Lot #5 is also available with a parking permit. Due to construction, parking areas may change. Applicants will be notified of any changes prior to the course starting. You may obtain a map of the campus online by going to http://www.wlac.edu/mapdirectory/maps_directions.html

Resources

Course syllabi and lecture handouts will be provided by e-mail to facilitate preparation for course material. Flash Drive and textbooks are included in the tuition.

Licensing

Upon completion of the program and demonstration of proficiency, participants will be provided with a certificate of completion from West Los Angeles College Department of Dental Hygiene Continuing Education. Participants must contact the Dental Hygiene Committee of California for examination dates and required application procedures for the RDHAP written Law and Ethics exam and licensure. Every effort will be made by the Department of Dental Hygiene to facilitate this process. Participants who have not completed the State requirements of semester units or work experience can complete the RDHAP program although they are not eligible for licensure. Upon completion of the state requirements the RDHAP graduate can then apply for licensure.

Transportation and Lodging

West Los Angeles College is centrally located and easy to access for out of town participants. The campus is 20 minutes away from the Los Angeles International Airport. There are several hotels within a 20 minute radius, including a Radisson Hotel which is a 5 minute drive from the campus. A large shopping mall, several restaurants and grocery stores are located within minutes of the campus. For participants that are within driving distance, the campus is 5 minutes upon exiting the 405 freeway at the Jefferson Boulevard off-ramp.

Required Resources and Skills

It is required that all participants have access to a computer, printing, Flash Drive, CD-Rom, and DVD reading capability, and online services. Participants must have an understanding of the following software: Microsoft Word, Excel, and Power Point. The Dental Hygiene Department and the West Los Angeles College Library have resources available for those participants that do not have personal access to computers.

Total Tuition Fees \$5000.00 (make checks out to West Los Angeles College)

Acceptance Deposit: **\$500** due with application to the RDHAP Program. This fee reserves participant's enrollment to program.

Remaining Tuition: **\$2250** is due at the start of the RDHAP program on January 14, 2011. The balance **\$ 2250** is due by February 19, 2011. A **Cashier's Check or Money Order, Visa, M/C** is accepted. Withdrawing from the program requires a written notification to the program director/coordinator. Tuition is non-refundable after courses have started. Emergency situations will be considered on a case by case basis.

Application Filing Period: OPEN for the spring, 2011 Session. This period may be extended dependent on number of applications.

West Los Angeles College Department of Dental Hygiene Contact Information

Natalie Ferrigno, R.D.H., B.S, Program Coordinator

ferrignr@wlaac.edu

310-278-4464 office

310-287-4461 fax

Ginny Williams, Department Secretary

alliedhealth@wlaac.edu

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Please complete each section, print and sign the form:

Last Name					
First Name					
Address					
City		State		Zip Code	
Home Phone		Work Phone			
Email address					
Licensure & Educational Information					
RDH California License Number <i>Copy must be attached</i>				CPR Expiration Date <i>Copy must be attached</i>	
Degree earned	Name and Address of Institution				Year Graduated
Employer Information (must be verified)					
Employer Name					
Total hours worked in the previous 36 months					
Employer Name					
Total hours worked in the previous 36 months					
Employer Name					
Total hours worked in the previous 36 months					
Employer Name					
Total hours worked in the previous 36 months					
Total hours worked in the previous 36 months <i>(include total hours for all employers in the past 36 months)</i>					

If necessary, additional employment information may be attached to the application form.

Applicant Signature: _____ Date: _____

All information provided is subject to verification as required by the California Business and Professional Code 1768. Active Licensure will be verified by DHCC webpage, employment will be verified with the employer verification form, and educational background will be verified by official transcripts and copy of diploma. Copy of CPR card and license must be attached.

For office use only:

Verified Information	Date Received	Signature
California License Verified		
Employment (minimum of 2000 hours last 36 months)		
Educational Requirements		
CPR Card Verification		