

## **Instruction letter for completion of ADHP Application process**

### **Application:**

1. Please print out the application on white paper in black ink. **Make sure to staple pages together before sending to the board office.**
2. Please complete application. Use a typewriter or print legibly.
3. Make sure to include all necessary documents, pictures and payment.
4. Make sure (1) signed picture is attached (glue) to application

### **Pre Entrance Exam:**

1. **Please print out the exam on white paper in black ink.**
2. **Make sure to staple pages together before sending to the board office.**
3. Please complete the exam and return with the application. Make sure that all answers are clearly marked.

### **Alabama Residency:**

As An ADHP student, you are not required to be a resident of Alabama, although you are required to work for and be sponsored by an Alabama dentist.

As part of the requirements for licensure once you complete the ADHP program, you will have to prove Alabama residency as part of you licensure application. If you are not an Alabama resident, you will be required to apply for a PBIS background report at the time you apply for licensure. The PBIS report will cost an additional \$300 - \$500 at the time of application for licensure. The PBIS report is not required to participate in the ADHP program.

**Please make sure that you print and thoroughly read the Important ADHP 2018 – 2019 General Information section. Do not return it with your application packet.**

**Incomplete forms will be returned.**

**Applications must be postmarked by Apr 30, 2018.**

## Checklist

1. Have you typewritten or printed all answers on the application?
2. Have you enclosed **2 Passport pictures**? Must have signature on the front of one picture. **The picture with the signature must be pasted to the front of your application.**
3. Have you answered all questions relating to illness and arrest?
4. Have you had the application notarized?
5. Have you enclosed a check or money order for the required fee?
6. Have you included/requested your official high school transcript?
7. Have you enclosed your application, including all necessary signatures?
8. Have you enclosed copies (**not just dates**) of hepatitis vaccine status, CPR certification, Infection Control certificate and proof of residency in Alabama?

You are requested to retain a copy of this application and [program requirements for the ADHP manual]

**Make sure that you have answered all of the questions. Otherwise the application will be returned to you.**

*If you have documented disability and require any accommodations in participating in this program, be sure to fill out and submit the "Request for Accommodations" form along with this application. If accommodation is not requested with the application, we cannot guarantee availability of necessary services.*