

2021 ALABAMA DENTAL HYGIENE PROGRAM APPLICATION

1. An unmounted passport photograph, 2X2, of applicant taken not more than six months before date of application, **must be securely pasted, NOT STAPLED, to this space** and must not be larger than space provided. Applicant signature required on photograph.

2. Enclose additional passport picture, unsigned for ADHP ID.

Board of Dental Examiners of Alabama
 2229 Rocky Ridge Road
 Birmingham, AL 35216
 (205) 985-7267



ADMINISTRATIVE USE ONLY

Received _____

Accepted _____

Incomplete / returned _____

Denied _____

Use a typewriter or print legibly, and return application in a large envelope. DO NOT FOLD.

Name Mr. or Ms. _____
 (Last) (First) (Middle) (Social Security Number)

Has your surname ever been changed? ____ If so, give original surname _____

I am a bona fide resident of _____
 (No.) (Street) (City) (State) (Zip) (County)

Home Phone () _____ Work Phone () _____ Cell phone () _____

Email address _____

Complexion ____ Color of Hair ____ Color of Eyes ____ Height ____ Weight ____

Date of Birth ____/____/____ Place of Birth _____
 (Month-Day-Year) (City) (County) (State)

Hepatitis Immunizations ____/____/____ OR: Titer Enclosed
 (Enclose documentation of: 1st 2nd 3rd)

EDUCATION: Name as listed on transcript: _____

High School: _____
 Graduation Year High School Name City State

GED: _____
 Completion Date Program administered by

Incomplete Forms Will Not Be Processed—Must Be Postmarked By April 30

Official high school transcript or GED scores. Enclosed Yes No
Will arrive under separate cover Yes No

OTHER EDUCATION (if any):

A. Postsecondary Education: _____
College/Institution

_____ _____ _____
Dates of enrollment Graduation date Degree

B. Dental Assisting Education _____
College/Institution

_____ _____ _____
Dates of enrollment Graduation date Degree

EMPLOYMENT HISTORY:

Current Employer: Dr. _____ License #: _____ Company/Practice _____
Name and license # of dentist making application for ADHP training permit

Dentist-employer's email address: _____

Date Certified as ADHP Dentist-Instructor ____ / ____ / ____

Office Mailing Address: _____
(Street) (City) (State) (Zip) (County)

Applicant current employment date _____ to present

Total number of months employed as full time chair side assistant: _____ Part time _____

Past Employers: _____ Employment date _____

_____ Employment date _____

Applicant CPR Certification Date ____ / ____ / ____ (INCLUDE COPY OF CARD) Course Date for Infectious

Disease Training ____/____/____ (INCLUDE CERTIFICATE)

Has an ADHP permit ever been issued for you previously? NO YES

If yes, previous enrollment name if different _____

If yes, previous enrollment dentist-instructor _____ Enrollment Date _____

Please circle appropriate response: If yes, furnish (on separate page) a written statement. As to convictions or actions against license, include dates, name and nature of offense, identification of court or licensing entity, certified copy of court records, and any penalty and punishment imposed.

- | | | |
|--|----|-----|
| 1. Have you ever been arrested or convicted for a felony or a misdemeanor involving moral turpitude? | No | Yes |
| 2. Have you ever been arrested or convicted for violating any federal or state law relating to narcotics or controlled substances? | No | Yes |
| 3. Have you ever undergone treatment for any substance or alcohol abuse or problems? | No | Yes |
| 4. Have you been afflicted with a contagious or infectious disease?
(Do not list childhood diseases.) | No | Yes |
| 5. Have you ever been refused or denied a license or permit in any state? | No | Yes |
| 6. List all states in which you hold a hygiene license: _____ | | |
| 7. Has any action been taken against your license in any other state? | No | Yes |
| 8. Are there any actions pending against your license? | No | Yes |

PLEASE READ CAREFULLY

Dentist-Instructor and Student Agreement

Students of the Alabama Dental Hygiene Program **are not** students of the University of Alabama School of Dentistry. The University of Alabama School of Dentistry might allow the use of its facilities. Attendance in this program does not allow you to represent yourself as having attended or graduated from UAB. There is **no college credit** given for participation for this program.

1. Applicants for the Alabama Dental Hygiene Program must be at least 19 years of age, of good moral character, and must fulfill all prescribed requirements of the Alabama Dental Hygiene Program as stated in Board Rule, Ala. Admin. Code r. 270-X-3-.04.

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2. The dentist-instructor must hold valid and current instructor-certification status.
3. All ADHP students must have had at least twenty-four (24) full months of full-time employment as a dental assistant, or the equivalent of twenty-four (24) full-time months in part-time employment within the three (3) years previous to the student's enrollment in the ADHP.
4. Full time employment with the dentist-instructor is mandatory for continued enrollment in the ADHP—a minimum of 30 hours or three and one-half (3½) days per week. A change in employment status not approved by the Board can result in termination of the ADHP training permit.
5. The required fee is payable to the Board of Dental Examiners of Alabama by cashier's check or money order, and must accompany a completed application prior to April 30, 2021. Conditions for fee refunds are set forth in Board Rule 270-X-3-.04(9).
6. The ADHP training permit will be valid after completion of the August academic session and will remain valid only with total compliance with all requirements of the ADHP as stated in Rule 270-X-3-.04.
7. Attendance at each academic session is mandatory. Please review the enclosed academic schedule prior to enrollment. Arriving late and leaving early are not allowed.
8. The student-hygienist must have an overall grade point average of 75% to successfully complete and pass the program.
9. During the program year any grade point average below 75% shall be considered Academic Probation and should be carefully evaluated and monitored by the student-hygienist and the dentist-instructor.
10. A minimum of 150 prophies shall be completed prior to close of the program year. No more than 50 shall be on patients with deciduous teeth only.
11. Textbook assignments are expected to be completed prior to each academic session.
12. Students will be randomly audited to provide documentation of compliance with employment requirements and/or prophy counts.
13. On successful completion of the ADHP the candidate is eligible to apply for the Alabama Dental Hygiene Licensing Exam, administered by a Regional Testing Agency.

FOR THE DENTIST-INSTRUCTOR:

I agree to provide the patients, materials, and instruction required of me as an Alabama Dental Hygiene Program Dentist-Instructor. I confirm that I can provide the student with the opportunity to perform a minimum of 150 prophies during the ADHP year.

I understand that according to the laws of the State of Alabama regulating the training of dental hygienists, this application for permit to employ a student dental hygienist is for the specific employment of the above named student dental hygienist and that I am not permitted to use it beyond the expiration date. I understand that full time employment (30 hours or 3½ days per week) is required for participation in the ADHP. (Rule 270-X-3-.04.)

I will return the permit to train the student dental hygienist to the Board of Dental Examiners of Alabama when he or she appears for Board Examination, fails the Program, or leaves my employment.

My signature confirms that I have read and understand the requirements for participation in the Alabama Dental Hygiene Program.

Dentist - Instructor _____
Signature of Dentist/Instructor License # Date

I agree to comply with all relevant Federal and State laws, including but not limited to the Alabama Dental Practice Act, as well as the rules and regulations of the Board of Dental Examiners of Alabama.

In making this application, I certify that the statements given in this application are true and correct and that I have satisfied all requirements set forth in the Alabama Dental Practice Act and the rules of the Board of Dental Examiners of Alabama.

(Signature of Applicant) Date

The State of _____

The County of _____

_____, being duly sworn by me on his/her oath that all facts, statement and answers contained in this application are true and correct in every respect, and that the attached photograph is a true likeness of the applicant.

Sworn and subscribed before me this _____ day of _____, 20 ____, to certify which witness my hand and official seal of office.

My commission expires _____

(Seal)

(Signature of Notary Public)

County of _____ State of _____

Certificate of Moral Character

To be completed by TWO reputable references, dentists when possible (NOT THE DENTIST-INSTRUCTOR), who have known the applicant for at least two years. Print TWO copies of this page, and provide one to each of your two affiants.

THIS CERTIFIES, that I have personally known _____

for ____ years and know him or her to be of good moral character, and hereby recommend him or her to the Board of Dental Examiners of Alabama as being worthy of the privilege of practicing Dental Hygiene in Alabama, pursuant to law.

Name (Signature)

Address (No.) (Street) (City) (State) (Zip)

Occupation Date

Documentation of Disability Related Needs

(OPTIONAL)

If you have a learning disability, a psychological disability, or other hidden disability that requires an accommodation in testing, please have this section completed by an appropriate professional (education professional, doctor, psychologist, psychiatrist) to certify that your disabling condition requires the requested test accommodation.

The information requested below and any documentation regarding your disability and your need for accommodation in testing will be considered strictly confidential and will not be shared with any outside source without your express written permission.

IF YOU HAVE EXISTING DOCUMENTATION OF HAVING THE SAME OR SIMILAR ACCOMMODATION PROVIDED TO YOU IN ANOTHER TEST SITUATION, YOU MAY SUBMIT SUCH DOCUMENTATION INSTEAD OF HAVING THIS PORTION OF THE FORM COMPLETED.

I have known _____ since _____ in my
(Test applicant)
capacity as _____
(Professional title) (Date)

The applicant has discussed with me the nature of the test to be administered. It is my opinion that because of this applicant's disability, he/she should be accommodated by providing the following: (check all that apply) **MUST DECLARE DISABILITY AT TIME OF APPLICATION.**

_____ Reader

_____ Scribe/amanuensis

_____ Other (please specify)

Signed: _____ Title: _____

Date: _____ License # (if applicable) _____ The Board of Dental Examiners of Alabama is an Equal opportunity employer and does not discriminate on the basis of disability, race, sex, national origin, or religion in employment or in the provision of or access to its programs, services, or activities.

2021-2022
Alabama Dental Hygiene Enrollment

Education fee	\$475.00
Training Permit fee	\$300.00
Instructional Materials (+ Training video)	\$425.00
ADHP Application Fee	<u>\$200.00</u>
Total	\$1,400.00

Application and fees due by April 30, 2021; make cashier's check or money order payable to:

Board of Dental Examiners of Alabama
2229 Rocky Ridge Road
Birmingham, AL 35216

To be completed by ADHP staff:

Check number: _____ **Amount:** _____

Check issued by: _____

Applicant name: _____