



# Board of Dental Examiners of Alabama ADHP Instructor Change Protocol



## **Protocol for a Student's Changing Their ADHP Dentist/Instructor**

ADHP students are allowed one transfer of their training permit to a new dentist/instructor per course year, if given prior approval by the Board of Dental Examiners. Transfers are strongly discouraged, and will be allowed only in rare and compelling circumstances. ANY TRANSFER WITHOUT PRIOR BOARD APPROVAL IS NULL AND VOID AND CAN RESULT IN THE STUDENT'S BEING DISCHARGED FROM THE PROGRAM.

**The Board has full discretion whether to grant a transfer, and has authorized the ADHP Coordinator and ADHP Director to determine whether to grant a request, or to ask for a Board determination on the request. The procedure is as follows:**

1. The student requesting the transfer must submit the request in writing to the ADHP Coordinator.
2. The student must include written permission from the original sponsoring dentist/instructor and approval from the new, certified sponsoring dentist/instructor.
3. The student applying for a transfer must return their temporary hygiene permit with their request and wait for a new one to be issued to them. The student hygienist cannot perform any hygiene duties for the new dentist/instructor until the student has a new temporary permit with the new dentist/instructor's name on it in hand.
4. Criteria that will be considered include, but are not limited to:
  - a. Whether the student is in good academic standing; and
  - b. Whether the student continues to meet the original admission requirements of the ADHP, which include consideration of arrests, convictions, etc. occurring after the date of admission to the program.