

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

### **Application:**

1. Print the application on white paper in black ink. **Be sure to staple pages together before sending to the board office.**
2. Complete the application entirely. **You MUST type or print legibly.**
3. You MUST Include ALL required documents, pictures, and payment for your application to be considered.
4. Be sure (1) of the (2) pictures is signed and attached (glue) to your application!
5. **INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED FOR ACCEPTANCE AND WILL BE RETURNED TO THE APPLICANT. THERE WILL BE NO EXCEPTIONS!**

### **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, you will have to prove Alabama residency as part of your licensure application. You will be required to apply for a background report at the time you apply for licensure. There will be a link to the application posted on our website.

**Be sure you read carefully the ADHP 2022-2023 General Information document. Do not return it with your application packet.**

**Incomplete applications will not be considered.**

**Applications must be postmarked on or before April 30, 2022. There will be no exceptions.**

## Checklist

1. Have you typewritten or printed the answer to each question completely on the application?
2. Have you enclosed **2 Passport pictures**? **You must sign 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 honestly relating to illnesses, arrests, and/or convictions?
4. Have you had the application notarized?
5. Have you enclosed a cashier's check or money order for the required fee? **The TOTAL fee MUST accompany each application.**
6. Have you enclosed your official high school and college transcript (if applicable), or official GED diploma?
7. Have you enclosed your application, including all necessary signatures and required documents?
8. Have you enclosed the ADHP Academic Integrity Policy and the Proof of Citizenship form?
9. Have you enclosed copies (**not just dates**) of hepatitis vaccine status, current CPR certification, Infection Control certificate, and proof of residency in Alabama?
10. Have you applied for the B&B Background Report?

You should retain a copy of the application and program requirements for the ADHP manual, which will be composed by the student upon acceptance into the ADHP.

**Make sure you have answered all of the questions. Otherwise, the application will be not be considered for acceptance and will be returned to the applicant.**

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