



# **Alabama Dental Hygiene Program**

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**Instructor and Student**

**Course Overview  
&  
Information Handbook**

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# **HISTORY OF THE ADHP**

The Alabama Dental Hygiene Program, commonly referred to as the “ADHP” is a unique accelerated certification program developed over 50 years ago to meet the needs of the dental profession and the citizens of the State of Alabama.

One of the changes that led to the creation of the ADHP occurred in the 1950’s when the University of Alabama-School of Dentistry created the first dental hygiene school. Other changes that influenced the dental hygiene field were the initiation of a statewide junior college system and an industry-wide realization by the dental profession that preventive dentistry was not a priority in the treatment of dental patients.

Initially it was thought concerns over the quality of a preceptorship-model would be addressed by educating all dental hygienists in a traditional program at the dental school or the new junior college system. Unfortunately, studies in Alabama and other states confirmed college-trained dental hygienists congregated in urban areas after graduation and had a higher attrition rate than that of preceptor-trained dental hygienists. Additional information from other states regarding the high cost of traditional dental hygiene education showed insufficient public funding to educate the quantity of qualified dental hygienists needed by the people of Alabama.

In retrospect, all of these factors (quality, quantity, costs, and distribution within the state) along with a commitment to preventive dentistry for patients, led the Alabama Dental Association and the Board of Dental Examiners of Alabama to consider a non-traditional program for educating dental hygienists.

In 1959, the state legislature gave the Board authority to issue training permits for qualified dentists to sponsor a dental hygiene student in accordance with a dental hygiene training program (ADHP) established by the Board. This authority accomplished: 1) The ADHP program ended the preceptorship-model; 2) This authority allowed graduates from this program to qualify for licensure without the necessity of having to be a graduate of an accredited school of dental hygiene approved by the Board. By 1960, the preceptorship-model no longer existed.

The ADHP combines essential formal classroom education and training coupled with the students working with his/her sponsoring dentist in the clinical environment to develop the real-world application of dental hygiene skills.

Today, the ADHP trains over 200 dental hygiene students annually.

# **GENERAL INFORMATION**

## **APPLICATION**

- The ADHP-Instructor (e.g., sponsoring dentist) serves as the first step in the selection process of an ADHP-student candidate. Having a good working relationship between the dentist and student is crucial to the student's success.
- ADHP-student applicants MUST have 24 months of full-time employment (at least 30 hours/week) as a chair-side dental assistant in the 3 years immediately prior to the date of his/her application.
- Graduates of a CODA-approved Dental Assisting course can count that time towards his/her 24-month requirement.
- ADHP-students are required to have a MINIMUM of 150 prophylactic procedures during the course. His/her patients must be at least 15 years of age and have permanent dentition.
  - Dentists wanting to sponsor a student should consider if his/her practice will be able to support the student's required prophies.
  - Students not able to practice skills being taught during the ADHP will have difficulty in successfully passing the course or a licensing exam.
- ADHP-student applicants shall have completed the following BEFORE applying:
  - Full Hepatitis B Series or be able to provide a Titer
  - CPR (required to be an in-person course, not online)
  - Infection Control Training
- A fully completed application and course fee must be received by the Board staff no later than the advertised closing date for the student to be eligible to participate in the course. All fees are non-refundable/non-transferable.
- The ADHP is governed by Alabama Administrative Code r. 270-X-3- .04. This is commonly referred to as the "Board Rule". Most questions regarding the requirements of the ADHP can be answered by reviewing this information (See Addendum A).
- Applications/information are located at [www.dentalboard.org/ADHP](http://www.dentalboard.org/ADHP)

## **OVERVIEW**

- The ADHP is led by the ADHP-Educational Director (contract employee) and the ADHP-Coordinator (staff employee). Their contact information is in the back of the handbook. All questions concerning the ADHP curriculum, prophy requirements, course documents, etc. should be directed to the ADHP coordinator.
- All general information regarding the ADHP, to include the current course schedule, ADHP venue information, ADHP-Instructor course dates and locations, can be found at [www.dentalboard.org/ADHP](http://www.dentalboard.org/ADHP).
- Once the ADHP-student has been accepted into the program and has completed the instrumentation section of the ADHP, he/she will receive a Temporary Training Permit. This will allow the student to perform dental hygiene under the direct supervision of his/her sponsoring dentist.
  - The Temporary Training Permit will remain active while the ADHP-student is participating in the course. The permit will expire on the date of the first available licensure exam (clinical) after the ADHP-student successfully graduates the ADHP.
  - The Temporary Training Permit must be returned to the Board if:
    - The ADHP-student does not successfully complete the course
    - The ADHP-student does not maintain an acceptable grade point average prior to the end of the course and, academically, cannot pass the course
    - The ADHP-student is terminated from employment by his/her sponsoring dentist
  - Temporary Training Permits are only issued to active/current students in the ADHP and do not apply to dental hygiene students in other programs.
- ADHP-students must remain employed, full-time, by his/her sponsoring dentists for the duration of the course. Sponsoring dentists must practice full-time while sponsoring an ADHP-student. Both student and instructor must work together within the same clinic.
- Any identified academic or clinical dishonesty (e.g., cheating, falsifying documentation/prophy sheets, other) by the ADHP-student or ADHP-instructor will result in immediate dismissal from the program.

## **COURSE DESIGN**

- The overall course design:
  - 180+ hours of didactic instruction
    - 8 hours of instruction per class meeting
    - Includes, but not limited to lecture, interactive classroom activities, hands-on instrumentation, etc.
  - Lecture topics cover:
    - Periodontics for the Dental Hygienist
    - Periodontal Instrumentation
    - Clinical Practice for the Dental Hygienist
    - Infection Control
    - Office Emergencies
    - Pharmacology
    - Oral Pathology
    - Radiology
    - Head/Neck Anatomy
    - Cariology and Preventive Dentistry
    - Anatomy and Physiology of the Periodontium
    - Special Needs Patients
    - Laws and Ethics
    - Alabama Dental Professionals Wellness Program

## **ADHP Course Information**

### **ATTENDANCE**

- ADHP-students are required to attend EVERY academic session in order to complete the course. This is an accelerated certificate program that requires 100% participation to ensure the success of the ADHP-student and prepare him/her for licensure exams.
- ADHP classes will be held one weekend a month (see schedule on website)
  - Saturday classes begin at 7:00 am and end at 5:00 pm
    - Exams will be given at the beginning of class
  - Sunday classes begin at 8:00 am and end at 5:00 pm

- The Board reserves the right to alter the schedule due to unforeseen circumstances and will ensure adequate notification to the ADHP-students.
- Punctuality
  - A student is considered tardy if he/she arrives 10 minutes after class has started for the day.
  - A student who is tardy two (2) times will have his/her sponsoring dentist notified. Additionally, the student may be placed on academic probation.
  - A student who is tardy three (3) times may be dismissed from the course at the ADHP-Educational Director and ADHP-Coordinator's discretion. The sponsoring dentist will be notified.
- Absences
  - A student who is absent from an academic session MUST submit a written excuse to the ADHP-Coordinator within 5 calendar days of the absence. This excuse will be submitted to the Board to determine whether it will be approved.
  - If the excuse is not approved by the Board, the student will be dismissed from the course.
    - Historically, maternity leave has not been considered an excused absence to the attendance and work requirements of this course.
  - A student who is absent from an academic session and fails to submit a written excuse within 5 calendar days will be dismissed from the program.

## **COURSE TECHNOLOGY REQUIREMENTS**

- All ADHP-students must have a laptop that meets/exceeds:
  - Windows 10 or higher OR a MacBook with OS X
    - No Chromebooks
  - 4GB of RAM (memory)
  - Microsoft Office Suite
  - Adobe PDF Reader
  - Ability to access the Internet at home/work to download lecture materials and other information, as well as take exams in class

## **COURSE MATERIALS**

- Student Resource Packet
  - The resource packet will be purchased separately by the student during orientation.
- Student Portfolios
  - The student will construct a “hard copy” portfolio during the course containing: PowerPoint presentations, personal lecture notes, class schedule, monthly homework assignments, and other materials used during the course.
  - The student should continually review his/her portfolio with the sponsoring dentist to ensure full understanding of the course work.
    - This portfolio, coupled with course textbooks and reinforcing instruction from the sponsoring dentist, should lead to the student’s success in this course.
  - Lecture materials will be available for download BEFORE each scheduled lecture via a Dropbox link. This link will be provided to the student prior to the initial class session.
- ADHP Training Videos (5-part series)
  - Videos are located at [www.dentalboard.org/ADHP](http://www.dentalboard.org/ADHP)
  - These videos are designed to provide a framework of information to the sponsoring dentist allowing him/her to better evaluate the student’s readiness to initiate patient care in the clinical environment.
  - Video References to the textbook
    - Intra-oral and Extra-oral Exam
      - *Clinical Practice of Dental Hygiene*
      - *Illustrated Anatomy of the Head and Neck*
    - Periodontal Probing
      - *Clinical Practice of Dental Hygiene*
      - *Fundamentals of Periodontal Instrumentation*
    - Instrumentation
      - *Clinical Practice of Dental Hygiene*
      - *Fundamentals of Periodontal Instrumentation*



## **COURSE ASSIGNMENTS AND TESTING**

- All course examinations, homework assignments, performance checks, and prophylaxis sheets will be administered on Canvas by Instructure (educational software/academic learning management system).
- Upon completion and submission of an exam by the ADHP-student, it is immediately graded and provides the student with his/her grade.
  - Students should share exam grades with the sponsoring dentist to assist in remediation, if necessary.
  - Exams will not be available for review by the ADHP-student or sponsoring dentist.
- Exams on lecture materials will be presented at the beginning of the following month's class.

## **GRADING CRITERIA**

- The ADHP has a pass/fail criterion
  - ADHP-students must maintain a minimum grade point average of 75% or above to successfully pass the course.
  - ADHP-students will be academically evaluated through:
    - 6 monthly exams (covering 16 topics)
    - Mid-term didactic exam
    - Mid-term practical exam
    - Monthly homework assignments/Performance checks
  - Grading Percentages of the overall grade:
 

▪ Monthly exams	60%
▪ Mid-term didactic exam	15%
▪ Mid-term practical exam	15%
▪ Homework/Performance Checks	10%

## **PERFORMANCE CHECKS**

- Performance checks are located in the textbook, *The Fundamentals of Periodontal Instrumentation and Advanced Root Instrumentation*.
- Performance checks are used to document clinical instruction by the sponsoring dentist and are required to be under his/her direct supervision.

- Sponsoring dentist MUST sign all performance checks for the ADHP-student to receive credit. The sponsoring dentist's signature is verifying that the ADHP-student has received appropriate instruction and attained competency.
- Once the performance check is completed and signed, the ADHP-student must upload this to Canvas on/before the due date.
- **REMINDER:** The ADHP-student is required to have a MINIMUM of 150 prophylactic procedures during the course. His/her patients must be a minimum of 15 years of age and have permanent dentition.

## **ADHP-Student Expectations**

### **CLASSROOM ETIQUETTE**

- Cell phones must remain "silent" and put away during class.
  - No cell phones or smart watches will be allowed during examinations
- Talking or disruptive behavior during lecture or examinations may lead to disciplinary measures, up to and including dismissal from the ADHP.
- The ADHP-Coordinator and/or the ADHP instructors will determine break times and durations. Students are expected to use break time wisely and return to class prior to lecture beginning.

### **PREPARATION AND STUDY**

- The ADHP is an accelerated certification course. ADHP-students are strongly encouraged to read and review assignments thoroughly between class sessions.
- The ADHP-student is encouraged to speak with his/her sponsoring dentist to review assignments, discuss exam outcomes, and prepare for upcoming assignments.
- Maintaining the Student Portfolio will allow the student to have all his/her lecture materials in one place, allowing better review, as well as more specific discussions with the sponsoring dentist.
- The ADHP-student must complete all the work in order to prepare himself/herself to successfully complete the course, as well as successfully complete the licensure exams.

- Due to ADHP class size, students may benefit from forming “study groups” within the class with other ADHP-students.
- The ADHP-Coordinator is a resource and a guide for students. Students are encouraged to ask questions regarding assignments, lectures, and expectations.

## **ADHP-Instructor Expectations**

### **GUIDE FOR CLINICAL INSTRUCTION**

- The ADHP-Instructor (sponsoring dentist) must provide the ADHP-student with a wide range of clinical experiences during the ADHP in order for the student to be successful. Areas to cover include, but are not limited to:
  - Radiographs
  - Accurately recording location/extent of dental restorations and caries
  - Tooth charting using the Universal Tooth Numbering System
  - Charting mobility and furcation
  - Gingival recession
  - Keratinized and non-keratinized gingiva
  - Pocket depth on 6 aspects of each tooth
  - Periodontal treatment planning
- ADHP-students should begin gaining clinical experience with recall patients with good oral hygiene/homecare (e.g., minimal plaque and calculus).
- As the ADHP-student clinical skills progress, he/she should advance to treating patients with moderate to heavy plaque, moderate to heavy supra and subgingival calculus, oral pathology, and periodontal disease.
- ADHP-students are required to have a minimum of 150 prophylactic procedures, so it is incumbent on the sponsoring dentist to ensure the student begins clinical treatment of patients on an appropriate schedule to accomplish this requirement.

- Sponsoring dentists are expected to work with their ADHP-student on pre-treatment and post-treatment detection of subgingival calculus.
  - The ODU 11/12 explorer in the Student Resource Packet is specifically designed for subgingival calculus.
- To assist the sponsoring dentist, the below schedule should be followed:
  - August-September
    - 5 patients/month (Minimum)
    - Minimal plaque and calculus
  - September-October
    - 10 patients/month (Minimum)
    - Light supra and subgingival plaque and calculus
  - October-November
    - 15 patients/month (Minimum)
    - Light to moderate supra and subgingival plaque and calculus
  - November-December
    - 20 patients/month (Minimum)
    - Moderate supra and subgingival plaque and calculus
  - December-January
    - 25 patients/month (Minimum)
    - Moderate to heavy supra and subgingival plaque and calculus
  - January-April
    - Full weekly hygiene schedule
    - Heavy supra and subgingival plaque and calculus
    - Performing SCRPs
- In order to prepare for the licensure exam (clinical), the ADHP-student must be proficient in the following:
  - Periodontal probing and charting
  - Detection and removal of calculus (supra and subgingival)
  - Scaling and root planing (SCRPs)
  - Removal of extrinsic stain
  - Other dental hygiene-related duties

## **PROGRAM REQUIREMENTS FOR ADHP-INSTRUCTORS**

- Employment
  - The sponsored ADHP-student is required to be employed full time (minimum of 30 hours/week) for the entire duration of the ADHP.
  - If the ADHP-student is disciplined by his/her employer and/or the sponsoring dentist, the ADHP-Coordinator is required to be notified as soon as practical. Based upon the type of disciplinary action, a determination will be made by the Board if the ADHP-student can continue in the ADHP.
  - If the ADHP-student is terminated from employment, the sponsoring dentist is required to notify the ADHP-Coordinator as soon as practical.
- Adequate Patient Load
  - Prior to agreeing to sponsor an ADHP-student, the dentist should consider whether his/her clinic has the patient load or his/her specialty will allow the ADHP-student to meet the minimum of 150 prophylactic procedures with patients who are at least 15 years of age and have permanent dentition.
- Instructional Time
  - Sponsoring dentists are encouraged to set aside time, daily, to review with the ADHP-student and ensure expectations are being met.
  - Utilizing the ADHP video series on a regular basis can help in reinforcing clinical skills.
  - Review the ADHP-student's portfolio with the student and make the connection between lecture and clinical application of the information.
- Encouragement and Support
  - Encourage the ADHP-student to be inquisitive...asking questions and discussing his/her concerns.
  - The sponsoring dentist should be both a clinical instructor, but also a professional and academic mentor to the ADHP-student.

(Addendum 1)

## **Alabama Dental Hygiene Program**

(Administrative Code r. 270-X-3- .04)

- 1) Each applicant for the ADHP must be at least nineteen (19) years of age when applying to begin training, of good moral character, free of communicable diseases, a citizen of the United States or a person who is legally present in the United States with appropriate documentation from the federal government and must be a graduate of an accredited high school or hold a GED certificate.
- 2) Each ADHP student 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 months in part-time employment within the three (3) years immediately preceding the student's enrollment in the ADHP. That time must have been spent assisting a dentist(s) and/or hygienist(s) at the chair. Full time shall mean employment of at least three and one-half (3-1/2) days or thirty (30) hours of Board approved employment per week. Graduates of an approved school of dental assisting will be given credit for such course on a formula determined by the Board.
- 3) Each ADHP student must be employed full-time during the effective period of the training permit before being eligible to take the dental hygiene licensure examinations specified by the Board. Full time shall mean employment of at least three and one-half (3-1/2) days or thirty (30) hours of Board approved employment per week with their primary certified dentist instructor whose name appears on the training permit. "Board approved employment" means employment that can provide the student the opportunity to perform the types and quantities of procedures required by the ADHP. Any dentist licensed and practicing dentistry full time in the State of Alabama may be issued an "ADHP Instructor Certificate" upon completion of the ADHP Instructor Certification Training and application to the Board of Dental Examiners, which shall have the discretion to grant or deny such certification. The issued certification shall be valid for three (3) years from the date of issuance.
- 4) ADHP students may practice only under the direct supervision of the dentist whose name appears on the training permit; however, another dentist employed in the same office who is certified pursuant to this Rule may perform pre and post prophylactic examinations of the ADHP student's patients.

- 5) The closing date for accepting applications for training permits for each year will be determined by the ADHP.
- 6) ADHP students are allowed one transfer of their training permit per course year, upon written request, and only upon approval by the ADHP or the Board. During the period of the ADHP student training permit, should the student's employment with their initial instructor-dentist be terminated, the student will be allowed to continue in the program only if their employment was terminated for a reason acceptable to the Board. Any ADHP student who fails to be employed or supervised by an instructor certified dentist for more than sixty (60) days during the course of the program shall be dismissed from the ADHP. An ADHP student who has participated in the Alabama Dental Hygiene Program twice unsuccessfully may apply to participate in the program a third time at the discretion of the Board after two (2) years of continual full-time employment as a dental assistant.
- 7) Each ADHP student must attend every academic instruction session. A student who fails to attend any session of academic instruction is no longer eligible for a training permit without consent of the Board, which shall be at the Board's discretion. If an ADHP student misses any part of an academic instruction session, the student must submit a written explanation of the absence within five (5) business days of the absence to the Board office for review and request permission to continue in the program.
- 8) No dentist shall be permitted to train more than one (1) ADHP student at a time.
- 9) ADHP students who obtain training in the ADHP must pay a fee in an amount fixed by the Board (this includes training permit, education, and instructional materials fees), which must be enclosed with the application. The education portion of the fee may be refunded only within the first thirty (30) days of issuance and only at the Board's discretion.
- 10) Any instance of dishonesty of any kind in any way related to the ADHP shall result in dismissal from the program.
- 11) The Board may limit the number of participants to ensure adequate function and integrity of the ADHP.

# **CONTACT INFORMATION**

## **ADHP-Educational Director**

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## **ADHP-Coordinator**

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