Dear Applicant;

Thank your for your interest in the West Los Angeles College RDHAP Program. Attached is the information you requested.

Included with this email packet are the following:
1. Program Description
2. Application
3. Employer Verification Form (no employer signature needed when applying to the program. However, please be aware that an employer signature will be required for your Licensure Application)

Please submit your application and deposit by January 31, 2013 to insure a place in the program beginning February 22, 2013. (Please note that no deposit will be refunded after February 22, 2013).

*Save the Date!*  
Saturday, January 26, 2013  
WLAC will be hosting the annual Winter RDHAP Symposium

**RDHAP Spring 2013 Schedule of classes:**
January 26, 2013 (Symposium)
February 22 & 23, 2013
March 22 & 23, 2013
April 19 & 20, 2013
May 10 & 11, 2013

Law and Ethics Written Examinations: Online, by appointment, through PSI Exams Online.

**Program Description**
The West Los Angeles College Department of Dental Hygiene Continuing Education, Registered Dental Hygiene in Alternative Practice (RDHAP) Program Proposal was accepted by the Dental Board of California (DBC) and the Committee of Dental Auxiliaries (COMDA) on August 9, 2002, and most recently by the Dental Hygiene Committee of California (DHCC), 2009.

The objective of this program is to prepare participants to provide dental hygiene services, as stated in the CA Code Section 1770, in the following settings: Residences for the homebound, schools, residential facilities and other institutions, dental health professional shortage areas, as certified by the office of Statewide Health Planning and Development in accordance with existing office guidelines (CA code 1770 b, 1, 2, 3, 4).
The program is designed to meet the state guidelines for RDHAP licensure. It is offered once a year, with the sessions starting in January and ending in May. California State Law and Ethics Written Examinations may be taken upon completion of all state and program requirements.

West Los Angeles College is an institution of higher learning, accredited by the Western Association of Schools and Colleges Accrediting Commission for Community and Junior Colleges. The Dental Hygiene Program is accredited by the American Dental Association Commission of Dental Accreditation.

**Program Schedule**

To meet the 150 hours of instruction required by the State of California and facilitate attendance of potential participants throughout the state of California, the courses will be offered on weekends and through Portable Electronic Educational Materials. The educational model used in this program is currently applied by many universities throughout the United States with executive and postgraduate programs.

All lecture courses will be held at West Los Angeles College.

- The program is structured to be completed in 4 months
- Participants will attend a total of **4 weekend sessions from February through May, and Winter Symposium on January 26th, 2013.**
- Each weekend session is structured for 6 to 8 hours per day, on Fridays and Saturdays.
- The remaining hours are delivered through a designated online website. Participants will complete the hours and assignments in a distance learning course format.
- Fieldwork assignments or workshops will be incorporated with the lecture courses during the four months sessions. A total of 15 hours will be required to complete the fieldwork assignments or problem solving workshops. Ideally, these hours will be spent interacting with RDHAP’s currently working in the field.
- State examination may be taken upon completion of all program requirements.
- Optional participation in “Go Solo Workshop” held in the city of Paso Robles by Lisa Klockenteger, RDHAP (details of cost and dates will be provided at the start of the program).

*All dates in the schedule of classes are subject to change pending enrollment.*

**Courses**

The RDHAP curriculum includes courses in the following topics:

- Program Introduction and Fieldwork Experience and Workshops
- Legal Issues for the RDH in Alternative Practice
- Nursing Home Law, Relations and Contract Development with Institutions and Staff
- Library and Research Resources, Business Administration
- Oral Pathology
- Pharmacology
- Oral Medicine, Geriatrics
- Medical Status Evaluation
- Management of Medically Compromised Individuals
- Developmentally Disabled
- Pediatric Patients
- Medical Terminology

Revised 11/13/12
Medical Emergencies  
Dental Hygiene Diagnosis  
Treatment Planning and Patient Care  
Antimicrobial Agents, Fluorides  
Pit and Fissure Sealants  
Abuse Recognition and Reporting  
Portable Dental Equipment  
Infection Control in Alternative Environments  
Practice Management including Insurance Billing and Processing

The curriculum sequence is organized to first provide sufficient background to the legal and business issues as it relates to the RDHAP parameters of care and to begin Fieldwork assignments. Skills required for research, internet, and online communication will be introduced early in the program to facilitate participant and faculty interaction and fieldwork assignments. Several courses will be given via Internet website. Participants can complete these courses at home anytime during the length of program. A suggested time line for taking the course is incorporated into the curriculum sequence. The remaining courses on patient management and care, alternative practice equipment and infection control, and practice management systems follow a sequential pattern.

All program requirements are consistent with the California Practice Act.

Application Guidelines
Applicants to the program must show proof of the following for admission to the RDHAP Program:

1. Active California Registered Dental Hygiene License and current CPR certification
2. Employment verification with a minimum of 2000 hours of clinical practice in the immediately preceding 36 months. Employer verification forms which include the name, address, phone and license number of the dentist or employer must be provided with the State license application.
3. Educational requirements will be verified by the submission of official transcripts, bachelor’s diploma or equivalence from a college or institution of higher education that is accredited by a national agency recognized by the Council on Postsecondary Accreditation or the US Department of Education. For example, an AA or AS degree with a certificate in Dental Hygiene from an accredited program. A minimum of 120 semester college units is considered as BS equivalence.

Accepted applicants will be contacted by e-mail or by phone.  
Program is subject to cancellation or postponement pending enrollment of a minimum of 12 participants.

Courses will be provided through the Dental Hygiene Department Continuing Education, at West Los Angeles College.

Faculty
Faculty and course chairs have been selected based on their expertise in the topic areas and for their experience as educators in the proposed curriculum courses. Faculty members have a full or part-time position in an educational institution or have lectured at Dental or Dental Hygiene Schools in the state.
of California. Several of the faculty members have experience as practicing clinicians in non-profit clinical facilities, hospital-based clinics, and have lectured in their topic areas for dental hygiene or dental society meetings.

**Facilities**
Classrooms and clinic located at the West Los Angeles College Department of Dental Hygiene Program will be used for lectures. The lecture room is equipped with computer, internet access, and projector for lecture presentations.

**Parking**
Parking is available in the South Parking Structure (park on level 2); $2 to park (ticket machine does not accept credit card, cash only). Lot #5 is also available with a parking permit. Due to construction, parking areas may change. Applicants will be notified of any changes prior to the course starting. You may obtain a map of the campus online by going to [http://www.wlac.edu/mapdirectory/maps_directions.html](http://www.wlac.edu/mapdirectory/maps_directions.html)

**Resources**
Course syllabi, lecture schedule, and lecture handouts are provided as hard copy or through access to a Lecture Website to facilitate preparation for course material.

**Licensing**
Upon completion of the program and demonstration of proficiency, participants will be provided with a certificate of completion from West Los Angeles College Department of Dental Hygiene Continuing Education. Participants must contact the Dental Hygiene Committee of California for examination information and required application procedures for the RDHAP Law and Ethics Written Examination and licensure. Every effort will be made by the Department of Dental Hygiene to facilitate this process. Participants who have not completed the State requirements (of semester units or work experience) can complete the RDHAP program. However, the applicant will not be eligible for licensure application until the State requirements are completed.

**Transportation and Lodging**
West Los Angeles College is centrally located and easy to access for out of town participants. The campus is 20 minutes away from the Los Angeles International Airport (LAX). There are several hotels within a 20 minute radius, including a Radisson Hotel which is a 5 minute drive from the campus. Westfield Culver City shopping mall, several restaurants and grocery stores are located within minutes of the campus.

For participants who are within driving distance, the campus is 5 minutes upon exiting the 405 freeway at the Jefferson Boulevard off-ramp.

**Required Resources and Skills**
It is required that all participants have access to a computer, printing, Flash Drive, and online services. Participants must have an understanding of the following software: Microsoft Word, Excel, and Power Point. The Dental Hygiene Department and the West Los Angeles College Library have resources available for those participants who do not have personal access to computers.

Revised 11/13/12
Total Tuition Fees $5000.00 (Make check payable to RDHAP PROGRAM, and write RDHAP 10013 and YOUR NAME under MEMO/FOR)

Acceptance Deposit: $500 due with application to the RDHAP Program. This fee reserves participant’s enrollment to program.

Remaining Tuition: $2250 is due at the start of the RDHAP program on February 22, 2013. 
$2250 (balance) is due by March 22, 2013.

We accept Cashier’s Check, Money Order, Personal Check, and Credit Card (American Express, Discover, Master Card, and Visa).

PLEASE MAIL PAYMENT TO:

WEST LOS ANGELES COLLEGE
BUSINESS OFFICE, ATTN: RDHAP PROGRAM
9000 OVERLAND AVENUE
CULVER CITY, CA 90230

Withdrawing from the program requires a written notification to the program director/coordinator. Tuition is non-refundable after courses have started. Emergency situations will be considered on a case by case basis.

Application Filing Period: OPEN for the spring, 2013 Session. This period may be extended dependent on number of applications.

Contact Information:

West Los Angeles College  
Department of Dental Hygiene  
9000 Overland Ave.  
Culver City, CA 90230  

Carlos Sermeño, RDHAP, BS  
RDHAP Program Coordinator  
sermenoc@gmail.com  
310-287-7224 office  
310-287-4461 fax

Natalie Ferrigno, RDHAP, BS  
RDHAP Program Coordinator  
NatalieRDHAP@yahoo.com  
310-287-7224 office  
310-287-4461 fax
# West Los Angeles College - Application for RDHAP Program

Please complete each section, print and sign the form:

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## Licensure & Educational Information

- RDH California License Number
  - Copy must be attached
- CPR Expiration Date
  - Copy must be attached

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<tr>
<th>Degree earned</th>
<th>Name and Address of Institution</th>
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## Employer Information (must be verified)

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### Total hours worked in the previous 36 months

(include total hours for all employers in the past 36 months)

If necessary, additional employment information may be attached to the application form.

Applicant Signature: ___________ Date: ___________

All information provided is subject to verification as required by the California Business and Professional Code 1768. Active Licensure will be verified by DHCC webpage, employment will be verified with the employer verification form, and educational background will be verified by official transcripts and copy of diploma.

**Copy of CPR card and license must be attached.**

For office use only:

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<tr>
<th>Verified Information</th>
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<td>California License Verified</td>
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<td>Employment (minimum of 2000 hours last 36 months)</td>
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<td>Educational Requirements</td>
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Revised 11/13/12