

**West Los Angeles College
Department of Dental Hygiene Continuing Education
RDHAP Program Fall 2019**

Dear Applicant;

Thank you for your interest in the West Los Angeles College Registered Dental Hygienist in Alternative Practice (RDHAP) Program. Please see below the information for the Fall 2019 RDHAP program requirements, registration and course schedule.

Included with this email packet are the following:

1. Program Description
2. Program Application
3. Participant payment schedule form
4. Registration to RDHAP business plan workshop
5. 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 retain the original form).

Please submit your application and deposit by July 31st, 2019 to insure a place in the program beginning August 16, 2019. (Please note that no deposit will be refunded after August 1st, 2019).

RDHAP Fall 2018 Schedule of Classes*:

Business Plan Workshop: July 27th, 2019 | 9:00AM-12:00PM

AUGUST 16 & 17, 2019

SEPTEMBER 20 & 21, 2019

OCTOBER 18 & 19, 2019

NOVEMBER 15 & 16, 2019

***Participants are required to attend all lectures in order to complete program hours required by the Dental Hygiene Board of California.**

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 Board 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 August and ending in November. 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 (Friday and Saturday) from August through November 2019.**
 - 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.

****All dates in the schedule of classes are subject to change. Program subjected to a minimum number of participants enrolled.***

Courses

The RDHAP curriculum includes courses in the following topics (see next page):

- Program Introduction and Fieldwork Experience and Workshops
- Pediatric Patients
- 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
- 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

The curriculum sequence is organized to 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 an Internet website. Participants will complete the internet courses, at home, during the length of program. A time line for course completion is incorporated into the curriculum sequence. All program requirements are consistent with the California Practice Act.

Application Guidelines

1. It is required Applicants to possess a current and active **California license as a Registered Dental Hygienist**
2. Have been engaged in clinical practice as a dental hygienist for a minimum of 2,000 hours during the **immediately preceding 36 months** to the submission of Licensing Application with the DHBC (which can be in California or another state)
3. Possess a Bachelor's degree or transcripts demonstrating the equivalency of 120 college semester units.
 - Educational requirements will be verified by the submission of unofficial or official transcripts (these will not be returned to applicant), copy of 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 Bachelor's equivalence.
4. Hold current CPR card

Note that the 150-hour RDHAP educational program (this program) can be taken at any time during the period of the program, and does not require the completion of the other requirements listed above. The RDHAP license may be applied for at within 2 years after completion of the program, when the other requirements outlined above have been satisfied.

Accepted applicants will be contacted by e-mail.

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 Program 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 and/or Dental Hygiene Schools in the state of California. Several 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 and/or dental society meetings.

Facilities

Lectures will be held in the West Los Angeles College Department of Dental Hygiene classroom and clinic, located in the WLAC Campus MSA/MSB buildings. 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). 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/transportation/index.aspx>

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.

Required Resources and Skills

It is required that all participants have access to a computer or tablet, printing, Flash Drive, and online services. As part of the teaching/learning experience, Participants will be exposed to Microsoft Office (Word Doc, Excel, and Power Point), or similar software, and Google Drive.

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.

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 need to contact the Dental Hygiene Board of California (DHBC) 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 help 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 all the State requirements are completed and submitted to the DHBC.

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, or less, from the campus. In addition, Westfield Culver City shopping mall, several restaurants and grocery stores are located within minutes of the campus. Information on lodging can easily be found using online travel searching sites* such as:

Expedia: www.expedia.com

Hotels: www.hotels.com

Kayak: www.kayak.com

Travelocity: www.travelocity.com

WLAC or RDHAP Program has no affiliation or sponsorship with any of those web-searching sites.

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

For directions: http://www.wlac.edu/mapdirectory/maps_directions.html

Tuition

Total Tuition Fees: \$5000.00

(Make all checks payable to **WLAC-RDHAP PROGRAM**, and write **RDHAP 10013** and **YOUR NAME in MEMO/FOR** area.)

Application and Acceptance Deposit:

\$500.00 - due with application to the RDHAP Program. This fee reserves participant's enrollment to program.

THE FOLLOWING ARE REQUIRED TO BE INCLUDED WITH APPLICATION:

1. **Complete RDHAP PROGRAM APPLICATION Form**
2. **Copy of Valid RDH License for the State of California**
3. **Copy of Valid CPR Card**
4. **Copy of Bachelor Degree Diploma or unofficial transcripts indicating the completion of 120 units (please inform if candidate possesses less than 120 college units. Official transcripts will not be returned).**
5. **Copy of employment verification of minimum 2000 hrs in clinical practice as a dental hygienist (please, retain the original document to be included in the Licensure Application)**

Remaining Tuition:

- ✓ **\$1,500.00 - due at the start of the RDHAP program on August 16, 2019.**
- ✓ **\$1,500.00 – Second installment is due on September 20, 2019.**
- ✓ **\$1,500.00 – (balance) is due on October 18, 2019.**

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

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

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 Fall 2019 Session.

Contact Information:

West Los Angeles College
Department of Dental Hygiene
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Culver City, CA 90230

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**West Los Angeles College
RDHAP Program Application**

Please complete each section, print and sign the form:

Last Name					
First Name					
Address					
City		State		Zip Code	
Home Phone		Work Phone			
Email					
Licensure & Educational Information					
RDH California License Number			CPR Expiration Date		
Degree earned	Name and Address of Institution			Year Graduated	
Employer Information (verifiable hours)					
Employer Name					
Total hours worked in the previous 36 months					
Employer Name					
Total hours worked in the previous 36 months					
Employer Name					
Total hours worked in the previous 36 months					
Employer Name					
Total hours worked in the previous 36 months					
Total hours worked in the previous 36 months <i>(include total hours for all employers in the past 36 months)</i>					

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.

Submit Copy of CPR card and RDH license with application.

For office use only:

Verified Information	Date Received	Signature
California License Verified		
Employment (minimum of 2000 hours last 36 months)		
Educational Requirements		
CPR Card Verification		