

West Los Angeles College
Department of Dental Hygiene Continuing Education
RDHAP Program Fall 2023

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 2022 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. 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, 2023 to ensure a place in the program beginning August 11, 2023. (Please note that deposits are not refundable after August 1st, 2023).

RDHAP Fall 2023 Schedule of Classes*:

AUGUST 11 & 12, 2023

SEPTEMBER 15 & 16, 2023

OCTOBER 13 & 14, 2023

NOVEMBER 3 & 4, 2023

***Participants are required to attend all lectures in order to complete program hours required by the Dental Hygiene Board of California** – not completing all the mandated hours may delay your licensure application process with the DHBC.

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 (DHBC), 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.

The RDHAP program is offered once a year, during the Fall Semester, with the sessions starting in August and ending in November of each year. California State Law and Ethics Written Examinations may be taken upon completion of all state and RDHAP 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 (CODA).

Program Schedule

To meet the 150 hours of instruction required by the State of California and facilitate the access to 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 (due to the uncertainties of the ongoing COVID-19 pandemic, meetings may be held via ZOOM, however, if the LA County Department of Public Health and Los Angeles Community College District incorporate measures that allow in person meetings, the Program will consider offering both options: in person and remotely access for our meetings):

- The program is structured to be completed in 4 months, with participants attending a total of **4-weekend sessions (Friday and Saturday) from August through November 2023** – One weekend per month.
- 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 platform. Participants will complete the hours and assignments in a distance learning course format.
- Assignments and workshops will be incorporated with the lecture courses during the four months sessions. A total of 15 hours will be required to complete 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. The program is subjected to a minimum number of participants enrolled.***

Courses

The RDHAP Curriculum includes courses in the following topics:

- Program Introduction
- Experience discussions 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 & Business Plan
- Pediatric management
- Oral Pathology
- Pharmacology
- Practice Management
- Oral Medicine, Geriatrics Medical Status Evaluation
- Management of Medically
- Compromised Individuals
- Library and Research Resources,
- Business Administration
- Oral Health/ Preventive
- RDHAP Work Environment Portable equipment
- Developmentally Disabled
- RDHAP Laws & regulations
- HIPPA
- Sealants and caries Risk Assessment
- Medical Terminology
- Dental Professional against violence
- Medical Status Evaluation
- Dental Hygiene Diagnosis and Planning
- Medical Emergencies
- Behavioral Psychiatric Disorders
- Pediatric State Programs
- Infection Control
- Portfolio, Business Plan Development, Field Experience Report.

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 the program. A timeline 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.
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 the 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.

**Please be aware that your license application with the DHBC requires the submission of official transcripts. If you submit official transcripts with your application to the RDHAP program, those will not be returned.*

Please contact us if you don't have a bachelor's degree, and you are not sure if currently have the 120 college units required.

Accepted applicants will be contacted via e-mail.

Upon successfully completion of the RDHAP program, candidates are eligible for licensure with the Dental Hygiene Board of California ([DHBC](#)).

The program is subject to cancellation or postponement pending enrollment of a minimum of 12 participants.

Courses will be provided through the WLAC Dental Hygiene Office of Continuing Education.

Faculty

Faculty in the program 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. Lecture room is equipped with audio-visual equipment and WIFI INTERNET is available. The Program will offer in-person and live remotely access for our meetings.

Parking

Parking is available in the [South Parking Structure](#) (park on level 2). Due to construction, parking areas may change. Applicants will be notified of any changes before the course start. You may obtain a map of the campus online by going to <https://www.wlac.edu/about/map-and-directions>

Resources

Course syllabi, lecture schedule, and lecture handouts are provided as hard copies 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 PowerPoint), or similar software, Canvas and Google Drive.

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 DHBC RDHAP program 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 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 minutes 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

Skyscanner*: www.skyscanner.com

**WLAC or RDHAP Program have no affiliation, or receive sponsorship, with any of the sites mentioned.*

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 to our campus, please click on the following link: www.wlac.edu/transportation/index.aspx

Tuition

Total Tuition Fees: \$4,500.00

Application and Acceptance Deposit:

\$500.00 - due with application to the RDHAP Program. This fee reserves participant's enrollment in the 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's Degree Diploma or unofficial transcripts indicating the completion of 120 college units (please inform if the candidate possesses less than 120 college units. Official transcripts will not be returned) – Please contact us if you have any questions regarding this requirement.**
5. ☐ **Copy of employment verification of minimum 2000 hours in clinical practice as a dental hygienist (please, retain the original document to be included in the Licensure Application)**

Remaining Tuition:

\$1,400.00 - due at the start of the RDHAP program on August 12, 2023.

\$1,300.00 – Second installment is due on September 16, 2023.

\$1,300.00 – (balance) is due on October 14, 2023.

MAIL PAYMENT TO:

WEST LOS ANGELES COLLEGE

West Los Angeles College

Department of Dental Hygiene

ATTN: RDHAP PROGRAM

9000 OVERLAND AVENUE CULVER

CITY, CA 90230

We accept **Cashier's Check, Money
Order, and Credit Card**
(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. Emergencies will be considered on a case-by-case basis.

Application Filing Period: OPEN for the Fall 2023 Session.

CONTACT INFORMATION:

West Los Angeles College

Department of Dental Hygiene

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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 (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 DHBC webpage, employment will be verified with the employer verification form, and educational background will be verified by unofficial transcripts or copy of diploma. **Submit a copy of your CPR card and RDH license with the 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		