

Shoreline Community College Dental Hygiene

Application Process for 2012 Acceptance

Application opens December 15, 2011
Application deadline February 15, 2012

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DENTAL HYGIENE PROGRAM INTRODUCTION TO APPLICANT PROCEDURES

The Shoreline Community College Dental Hygiene Program is looking for students who are committed to the profession of dental hygiene. Before applying to our program, applicants should explore all facets of a dental hygiene career, which may include, but not be limited to, infection control, practice settings, and the law as it pertains to dental hygiene. Applicants are encouraged to apply to all dental hygiene programs in the region to enhance their chances of securing entrance in a dental hygiene program.

The Shoreline Community College Dental Hygiene Program is fully accredited by the ADA Commission on Dental Accreditation for Dental Hygiene. The program is a two-year, full-time course of study. The program progresses over seven continuous quarters, requiring at least one year of prerequisite studies for admission consideration. The Dental Hygiene curriculum emphasizes quality clinical dental hygiene practice and academic excellence. By mastering advanced clinical techniques, students completing the program are eligible to take the Dental Hygiene National Board Examination, and regional and state licensing examinations. Dental Hygienists are in significant demand in Washington, with many varied practice opportunities throughout the State. Excellent placement opportunities exist for program graduates.

Please read this information carefully and follow the application procedures exactly. **YOU MUST MEET THE DEADLINE AND SPECIFIC REQUIREMENTS IN ORDER TO BE CONSIDERED AS A QUALIFIED APPLICANT TO SHORELINE COMMUNITY COLLEGE DENTAL HYGIENE PROGRAM.** *Shoreline Community College does not discriminate on the basis of race, color, national origin, sex, sexual orientation, disability, or age in its programs and activities.*

PROGRAM ACCREDITATION STANDARDS--COMPLAINT POLICY

The Commission on Dental Accreditation will review complaints that relate to a program's compliance with the accreditation standards. The Commission is interested in the sustained quality and continued improvement of dental and dental-related education programs but does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admission, appointment, promotion or dismissal of faculty, staff or students.

A copy of the appropriate accreditation standards and/or the Commission's policy and procedure for submission of complaints may be obtained by contacting the Commission at 211 East Chicago Avenue, Chicago IL 60611 or by calling 1-800-621-8099 extension 2719.

**PRE-DENTAL HYGIENE COURSES AND REQUIREMENTS

I. Students must complete the following courses *before* applying to this program with a minimum grade of 2.5 for each course.

Effective summer 2008, many SCC courses changed to a common course numbering system consistent with community colleges across the state. Previous course numbers are listed in parenthesis.

- ENGLISH COMPOSITION**➤ 5 college credits
Course # at SCC: ENGL& 101 (*ENG 101*)
- COMMUNICATION STUDIES**➤ 5 college credits
Course # at SCC: CMST& 101, 210 or 220 (*SPCH 101* or *220*)
- GENERAL PSYCHOLOGY**➤ 5 college credits
Course # at SCC: PSYC& 100 (*PSYCH 100*)
- QUANTITATIVE REASONING**➤ **MATH 107 OR HIGHER** 5 college credits
OR INTRO TO CHEMISTRY
Course # at SCC: CHEM& 121 (*CHEM 101*) Prerequisite: Math 099 with 2.0 or better
- INTRO TO CHEMISTRY**
Course # at SCC: CHEM& 121 (*CHEM 101*) 5 college credits
- INTRO TO ORGANIC/BIOCHEMISTRY**➤ 5 college credits
Course #s at SCC: CHEM& 131 (*CHEM 220*)
Prerequisite: CHEM& 121 (*CHEM 101*)
- HUMAN ANATOMY**➤ 5 college credits
Course # at SCC: BIOL& 231 (*BIOSC 210*)
Prerequisite: Biology&211 Majors Cellular Biology (*BIOSC 201*)
- HUMAN PHYSIOLOGY**➤ 5 college credits

Course # at SCC: BIOL& 232 (BIOSC 211)

MICROBIOLOGY➤ 5 college credits
Course # at SCC: BIOL& 260 (BIOSC 215)

NUTRITION➤ 5 college credits
Course # at SCC: NUTR& 101 (NDF 110)

Note: Organic Chemistry, Human Anatomy, Human Physiology, Microbiology and Nutrition courses must be completed within 5 years of the application date. "Virtual" labs with science courses will not be accepted.

II. The courses below may be completed *After* applying to the dental hygiene program, BUT they MUST be completed BY the end of Summer Quarter of year applying.

MULTICULTURAL➤ 3-5 college credits
Course# at SCC: MCS 105, CMST 203, EDUC 117, GWS 284, BUS 103

HUMAN RELATIONS➤ 2-5 college credits
Course# at SCC: BUS 104, BUS 105 (Management, Organizational Behavior, Hum. Relations, Human Development)

III. Additional requirement to obtain prior to enrollment in the program:

Current **HEALTHCARE PROVIDER FIRST AID AND SAFETY CARDS**➤

Note: Health Care Provider CPR/AED will be taught in second quarter in dental hygiene program, before treating patients.

A background in the basic sciences, along with general education college courses, is essential to prepare a student to succeed in the Dental Hygiene Program. Both the in-person and online orientation options include meeting with an academic advisor to review educational options, finalize class schedule, and register for classes. Please contact the Advising and Counseling Center at 206-546-4559 or stop by our office – FOSS Building, Room 5229.

1. All students who are interested in Shoreline Community College should visit www.shoreline.edu and familiarize themselves with all SCC academic, administrative, and student services prior to admission.
2. If you are applying for admissions at Shoreline Community College for the first time, you can follow easy steps online at http://www.shoreline.edu/admissionshome_01.aspx. Bring or send official high school (or GED) and college transcripts.
3. If you are an international student, get verification of equivalent U.S. high school completion and all college and university transcripts must be evaluated **before** applying to the Dental Hygiene Program at the International Student Programs Office on campus.
4. If testing is required to determine placement in English and Math, take the COMPASS test.
5. Attend a New Student Orientation Session.
6. Advising appointments with an advisor familiar with the Dental Hygiene Program can be arranged by calling (206) 546-4713 or email dentalhygiene@shoreline.edu. Please read and become familiar with the information on the website; make a list of specific questions to ask before scheduling an advising appointment. Students should bring transcripts to the appointment.
7. Students are admitted once a year in the fall.
8. Prospective dental hygiene students who are interested in entering the program need to successfully complete all of the prerequisite courses for the program with 2.5 grade or higher (unless designated). You may repeat courses to improve your grade. Your most recent grade will be used for selection purposes. **All science classes must be taken within the last five (5) years.**
9. All prerequisite courses must be completed by the end of the fall quarter prior to application, with exception of the Human Relations and Multicultural courses, which may be completed after applying to the program (**but must be completed by the end of summer quarter** and must be passed at a grade of 2.5 or higher).

Note: Some of the courses listed have additional pre-requisites. Completion of prerequisites does not guarantee admission.

**** It is recommended that students with minimal or no computer skills take an introductory course in the use of computers. Access to a computer is required.**

PREREQUISITE CLASSES WERE TAKEN AT ANOTHER COLLEGE

1. You can use this form to check to see if courses you have taken are equivalent. "[Shoreline CC Dental Program Course Equivalence Chart](http://www.shoreline.edu/dental/CourseEquivalenceChart.pdf)" (<http://www.shoreline.edu/dental/CourseEquivalenceChart.pdf>)
2. If courses are not listed, complete a "Review of Course Equivalency Form". Send to Shoreline Dental Hygiene Program for evaluation along with course descriptions. We will send you notification of acceptance or denial of your request. "[REVIEW OF COURSE EQUIVALENCE FORM](http://www.shoreline.edu/dental/REVIEWOFCOURSEEQUIVALENCEFORM.pdf)" (<http://www.shoreline.edu/dental/REVIEWOFCOURSEEQUIVALENCEFORM.pdf>)
3. All courses needing review should be evaluated before the deadline or will not be considered for this application. Be timely with the **February 15, 2012** application deadline.

ONLINE APPLICATION-----OPEN DECEMBER 15, 2011

Once prerequisite courses are complete, either at SCC or another college:

1. Apply to SCC if you do not have a student ID number by completing the college application online Admission Application (<https://admissions.ctc.edu/applicant/welcome.cfm>) or mail in form (<http://www.shoreline.edu/admissionsapp.pdf>). If you are a current student or attended Shoreline Community College, you are not required to do so.
2. **DENTAL HYGIENE ONLINE APPLICATION--Apply to the dental hygiene program by completing an online application (<http://shoreline.edu/DH/ASP/ChoicePageNEW.asp>).** You will be required to print, sign and submit the application by the deadline **February 15, 2012**.
3. Mail or hand-carry sealed official transcripts to Shoreline Community College, **Enrollment Services**, 16101 Greenwood Ave N., Shoreline, WA 98133
4. Copies of transcripts are to be submitted with your dental hygiene application to the **SCC Dental Hygiene Program**.
5. A \$15.00 nonrefundable processing fee must be included with your transcripts and application documents. Please make check or money order payable to Shoreline Community College.
6. International students must make advising appointment with the International Office (206-546-4697) on campus to evaluate foreign or out of country transcripts prior to applying to the Dental Hygiene Program. If you do not have permanent resident status in the United State, you must first apply and be accepted by the International Student Program before your application to enter the Dental Hygiene Program can be considered.
7. A current **DENTAL ASSISTING AND/OR WORK EXPERIENCE VERIFICATION FORM** (provided in this packet). If applicable, submit a copy of your current ADAA (ADA, CDA) Certificate if you are certified.

DOCUMENT SUBMISSION CHECK LIST

- There is no entrance exam for Fall 2012 applicants.
- An **evaluated and signed** "*Review of Course Equivalency Form*" **IF** you complete your pre-requisites at a college other than Shoreline CC, outside of Washington or if your courses are not listed in the "*Course Equivalence Chart*".
- Completed, printed and signed Online Application Form
- Transcripts through fall quarter 2012 (may be copies of official transcripts)
- \$15 non-refundable check or money order (made payable to Shoreline Community College)
- Proof of Work or Volunteer Experience Form(s) found in this Application Procedure Packet.
- Send or hand deliver these documents in **one envelope** before the **February 15, 2012 deadline** to:

**Shoreline Community College
Dental Hygiene
16101 Greenwood Ave N
Shoreline, WA 98133**

- Hand delivered applications must be received no later than **4:00pm** on **February 15, 2012**.
- If mailed, postmark must be dated no later than **February 15, 2012**.

Late forms will not be accepted. Incomplete packets will not be considered in the selection/review process. It is the applicant's responsibility to see that his/her file is complete and up-to-date, submitted in ONE envelope prior to established deadline.

SELECTION OF TOP 60 CANDIDATES INTERVIEW PROCESS

Students will go through the selection/review process. The top sixty (60) applicants are invited for an interview. **(During the week of March 21-24, 2012)** Twenty-six (26) students will be selected for admission for the fall quarter by **April 22, 2012**. In addition, the remaining thirty-four (34) qualified applicants will be placed on an alternate list.

All applicants will be notified of their acceptance status. Applicants who are placed on the alternate list are ranked, and should stay in close contact with the Dental Hygiene Program Office if interested in remaining active applicants. If a candidate withdraws, alternate candidates will be contacted.

Alternates must continue to complete any remaining prerequisites by the end of summer quarter.

Prior to entry, all students must have a: Washington State criminal background check, proof of current CPR and First Aid; HIV/AIDS training, TB testing, required vaccinations, dental and medical physical exams.

REQUIREMENTS AFTER ACCEPTANCE INTO THE DENTAL HYGIENE PROGRAM PRIOR TO FALL ENTRANCE

Once an applicant has been accepted into the Dental Hygiene Program, the following will be required **prior** to beginning the Fall Quarter of the first year. All medical examinations are to be completed at the student's expense.

1. **Complete and forward the following results to the Dental Hygiene Program office before entering the program in fall quarter 2012. (Forms will be sent to you after acceptance)**
 - a. A physical examination (within six months prior to entering the Program) evaluating general and musculo-skeletal health. This examination must include previous or current injuries and conditions to hands and arms (i.e. carpal tunnel, tendonitis, fractures, etc.), shoulders, neck and back (including muscles, tendons, bones, and/or nerves).
 - b. In addition, this physical examination **must** include laboratory tests and update of immunizations as recommended by the Centers for Disease Control and Prevention (CDC) or your health care provider. *Guidelines for immunizations, set by the CDC, are provided at the end of this section. **Take these guidelines with you to your appointment to ensure that you receive the proper immunizations.***
 - c. A **two-step PPD/Manitou screening test** for Mycobacterium tuberculosis is required at the time of acceptance into the program and thereafter on an annual basis. This is not an immunization but a test of exposure to Mycobacterium tuberculosis. **NOTE: Students accepted into the Program who were born in a foreign country and received a BCG immunization for T.B. must contact the Dental Hygiene Program prior to going for a PPD test.**
 - d. A vision/eye examination that includes an evaluation of depth perception. Students will be required to wear safety glasses during the performance of **all** lab and clinical activities/procedures. Students who wear prescription glasses should consult with the First Year Clinic Coordinator for acceptable eyewear options. Side shields are required on all safety glasses including personal prescription glasses. Some frame designs create difficulty in meeting this requirement.
 - e. A dental examination within the past 12 months. However, no dental prophylaxis after July 1 prior to entry into the program. Students will be provided a prophylaxis in September of their first year in the program. If you normally have your teeth cleaned more often than every 6 months, please discuss your schedule and needs with the First Year Clinic Coordinator.
 - f. Current First Aid Care Provider Card (Provider C is a Basic Life Support course for health care professionals). Valid for 2 years. **Note:** Health Care Provider CPR/AED will be taught in second quarter in dental hygiene program, before treating patients.

2. Attend the scheduled one-day Orientation with the Dental Hygiene Program prior to the first day of class of Fall Quarter (September, 2012). Students will be provided information and issued supplies to prepare them for their Dental Hygiene education.

REQUIRED IMMUNIZATIONS

MMR: *Measles* (Rubeola), *Mumps*, and *Rubella* (German measles) may require booster doses based upon periodic titer tests of the antibody levels. Current booster doses are recommended at 10 year intervals, or more often when medically indicated.

Oral Polio Vaccine (OPV): provides immunization against polio viruses 1, 2, and 3.

TD/Tdap Tetanus, Diphtheria & Pertussis- At this time, Tdap is licensed for only one lifetime dose per person. TD is given every 10 years. **Healthcare workers** under 65 who have direct patient contact in hospitals or clinics **should get a dose of T-dap**. A 2-year interval since the last Td is suggested, but not required.

Hemophilus Influenza B (HIB): now FDA approved in combination with DPT immunization.

Hepatitis B Vaccine: immunization should begin within two (2) months of birth, with possible periodic booster doses. This is a recent addition to childhood immunization and booster dose recommendation. Further definition of this recommendation will be determined over time by the Center for Disease Control (CDC).

Varicella Virus Vaccine: Chicken Pox, this vaccination is endorsed by the American Academy of Pediatric Physicians.

Students are required to have all immunizations prior to beginning their training. The cost for all vaccinations including HBV is the responsibility of the student. Ideally all doses will be completed prior to fall quarter of admission. A confirming test to determine immunity is encouraged after the second dose, and is required after the third dose.

All required immunizations must be current upon entrance into the Dental Hygiene Program. Any variations must be documented by a healthcare provider, indicating why the medication was not/will not be given.

Special Note: The educational environment contains multiple latex products and exposure to potential blood borne pathogens and that all treatment conforms to current infection control standards as designated by the Centers for Disease Control (CDC) and the United States Occupational Safety & Health Administration (OSHA).

DENTAL HYGIENE PROGRAM COSTS

Costs of the two-year (seven-quarter) program, (not including pre-dental hygiene years) are approximately \$27,282.00 (2011-12 estimate).

RESIDENT	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Quarter 5	Quarter 6	Quarter 7	Totals
Number of credits	18	18	17	13	19	18	15	118
Tuition	1,267.00	1,267.00	1,226.75	1,065.75	1,361.50	1,267.00	1,146.25	8,601.25
Clinical Use Fee (implemented 2011)	250.00	500.00	350.00	200.00	450.00	500.00	400.00	2,650.00
Lab supply Fee	375.00	375.00	375.00	275.00	375.00	375.00	375.00	2,525.00
Books								1,430.00
Instruments and supplies								7,325.00
ADHA/WSDHA Professional Association dues	80.00				80.00			160.00
Uniforms	150.00							150.00
Background check	20.00							20.00
Malpractice Insurance (varies approx \$35)							35.00	35.00
National Board Exam fee						285.00		285.00
Washington State License fee							150.00	150.00
Western Regional Board Exams fee							1,875.00	1,875.00
Washington State Drug and Law Exam fee							90.00	90.00
Technology fee	20.00	20.00	20.00	20.00	20.00	20.00	20.00	140.00
BlackBoard Hybrid fees	170.45	194.80	170.45	146.10	243.50	194.80	194.80	1,314.90
Student Union Renovation fee	44.00	44.00	44.00	44.00	44.00	44.00	44.00	308.00
Parking fee	15.00	15.00	15.00	15.00	15.00	15.00	15.00	105.00
These costs are estimates and are subject to change.								\$27,282.15
NON-RESIDENT US CITIZEN								
Item	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Quarter 5	Quarter 6	Quarter 7	Totals
Number of credits	18	18	17	13	19	18	15	118
Tuition	2,166.06	2,166.06	2,123.09	1,951.21	2,348.29	2,166.06	2,037.15	14,957.92
Clinical Use Fee (implemented 2011)	250.00	500.00	350.00	200.00	450.00	500.00	400.00	2,650.00
Lab supply Fee	375.00	375.00	375.00	275.00	375.00	375.00	375.00	2,525.00

Books								1,430.00
Instruments and supplies								7,325.00
ADHA/WSDHA Professional Association dues	80.00				80.00			160.00
Uniforms	150.00							350.00
Background check	20.00							20.00
Malpractice Insurance (varies approx \$35)							35.00	35.00
National Board Exam fee						285.00		285.00
Washington State License fee							150.00	150.00
Western Regional Board Exams fee							1,875.00	1,875.00
Washington State Drug and Law Exam fee							90.00	90.00
Technology fee	20.00	20.00	20.00	20.00	20.00	20.00	20.00	140.00
BlackBoard Hybrid fees	170.45	194.80	170.45	146.10	243.50	194.80	194.80	1,314.90
Student Union Renovation fee	44.00	44.00	44.00	44.00	44.00	44.00	44.00	308.00
Parking fee	15.00	15.00	15.00	15.00	15.00	15.00	15.00	105.00
These costs are estimates and are subject to change.								\$33,720.82
INTERNATIONAL STUDENTS								
Item	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Quarter 5	Quarter 6	Quarter 7	Totals
Number of credits	18	18	17	13	19	18	15	118
Tuition	3,027.00	3,027.00	2,981.75	2,800.75	3,293.50	3,027.00	2,891.25	21,048.25
Clinical Use Fee (implemented 2011)	250.00	500.00	350.00	200.00	450.00	500.00	400.00	2,650.00
Lab supply Fee	375.00	375.00	375.00	275.00	375.00	375.00	375.00	2,525.00
Books								1,430.00
Instruments and supplies								7,325.00
ADHA/WSDHA Professional Association dues	80.00				80.00			160.00
Uniforms	150.00							350.00
Background check	20.00							20.00
Malpractice Insurance (varies approx \$35)							35.00	35.00
National Board Exam fee						285.00		285.00
Washington State License fee							150.00	150.00
Western Regional Board Exams fee							1,875.00	1,875.00
Washington State Drug and Law Exam fee							90.00	90.00
Technology fee	20.00	20.00	20.00	20.00	20.00	20.00	20.00	140.00
BlackBoard Hybrid fees	170.45	194.80	170.45	146.10	243.50	194.80	194.80	1,314.90
Student Union Renovation fee	44.00	44.00	44.00	44.00	44.00	44.00	44.00	308.00
Parking fee	15.00	15.00	15.00	15.00	15.00	15.00	15.00	105.00
These costs are estimates and are subject to change.								\$39,811.15

NOTES:

(a) Tuition is subject to change and approval by legislative or board of trustees' action. Some courses may have additional fees for supplies or other charges.

(b) For purposes of being considered "full time" for funding from federal and state financial aid programs, Department of Veterans Affairs, Social Security, and most other outside agencies, a student is required to carry at least 12 credits.

(c) An additional operating fee of \$85.85, \$167.67, \$258.85 and \$43.43 per credit hour over eighteen (18) is charged for resident, non-resident citizen, non-resident non-citizen, and eligible veteran students, respectively, and may be subject to waiver for required vocational courses.

Notice: All fees are subject to change pending proposed fee increases by the Student Body Association and subsequent approval by the Board of Trustees, or further clarification of actions by the Legislature.

NOTE: The tuition rates shown above were accurate as this document went to press. Tuition is subject to change by the state legislature, the State Board for Community and Technical Colleges, and the college board of trustees.

Room and board are not included (Shoreline Community College does not have dormitories).

Note: It is imperative that financial arrangements are secured prior to acceptance in the program.

■ Due to the intensity and rigorous nature of the program, we strongly advise relying on financial aid rather than a part-time job while in the program.

FINANCIAL AID, SCHOLARSHIPS, AND LOANS

Students accepted into the Shoreline Community College Dental Hygiene Program who are interested in information about financial aid, scholarships, and/or loans should contact the [Financial Aid Office](#), Room 2131, Faculty Offices/Student Services (FOSS) Building, Shoreline Community College, 16101 Greenwood Avenue North, Shoreline, Washington 98133 (206-546-4762). (<http://www.shoreline.edu/financialassistance01.aspx>). Deadlines are strictly adhered to, so students are encouraged to apply early.

DISABILITY SUPPORT SERVICES

The role of the **Office of Special Services** is to provide physical and programmatic accommodations to persons with documented disabilities. This is carried out within the overall goals and mission of Shoreline Community College providing consultation to faculty, staff, and classified employees of the college for the purpose of designing accommodations that provide equal access to otherwise qualified students regardless of age, gender, race, or sexual orientation.

Shoreline Community College is committed to providing educational programs without regard to disabling conditions as defined by Section 504 of the Rehabilitation Act of 1973. Reasonable accommodations will be made and no otherwise qualified individual with disabling conditions shall, on the basis of disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program, activity or service administered by the college.

At the Shoreline Community College Campus, Disability Support Services is the designated office that obtains and files disability-related documents, certifies eligibility for services, helps determine academic adjustments, and consults for the provision of such accommodations. Academic adjustments are provided to ensure access to all community college courses, programs, counseling, activities, and facilities. Disability Support Services provides or arranges a variety of auxiliary services to the community college, such as interpreting services, assistive technology, exam modifications, and academic assistance. There may be a delay in services if less notification is given. Request for interpreting services with less than four weeks' notice for on-going classes can result in delayed services. At least 3 business days are required for special requests/one time services. Contact Shoreline's coordinator of services for students with disabilities at 546-4545 or 546-4520 (TTY) in the FOSS Building, Room 5226, for more information or for an assessment of your individual needs

Disability support and services can be found on the website [http:// http://shoreline.edu/studentswithdisabilities.aspx](http://http://shoreline.edu/studentswithdisabilities.aspx)

OPTIONAL BACHELOR OF SCIENCE IN DENTAL HYGIENE

After completing their dental hygiene education with Shoreline Community College, Registered Dental Hygienists are encouraged to acquire a Bachelor of Science (BS) Degree in Dental Hygiene through Eastern Washington University's (EWU) Degree Completion Program. However, acceptance into the program is not guaranteed upon graduation from the Shoreline Community College Dental Hygiene Program. EWU offers the degree completion program at various sites throughout the State and brings solid academic reputation and commitment to the success of catering to the unique needs of Washington State Hygienists seeking a Baccalaureate Degree. Tuition for the program is very reasonable being a State institution. There are also other institutions that provide courses to obtain Bachelor of Science and MA /S degree.

The Program is tailored for the licensed dental hygienist and will not involve a clinical component. They focus on other roles, such as teaching, education, management, leadership, research, and advocacy. The curricula enable students in developing skills in the area(s) that most interest them. For more information, please contact EWU's Dental Hygiene Program Co-director at 253-912-3642. There are many other universities that offer a Bachelor of Science in Dental Hygiene. Please seek an advisor upon application to Lake Washington College Dental Hygiene Program about this option.

DENTAL ASSISTING AND WORK EXPERIENCE VERIFICATION FORM DUE: February 15, 2012

APPLICANT'S NAME :(Please print clearly) _____

To Shoreline Community College Dental Hygiene Program Applicants:

It is our goal to acknowledge your experience and commitment to the dental professions. Toward this goal, we award points based on work and volunteer experience in a dental office. Additionally, dental assistants who have achieved and maintained an American Dental Assistant's Association (ADAA) CDA Certification will be awarded an additional point. If you have no dental work or volunteer practice please provide information of general work experience,

To verify an applicant's prior work experience, we require that all applicants wishing to receive credit in one or both of these categories provide the information requested below. For applicants submitting with ADAA (CDA) Certification, please attach a copy of your current ADAA (CDA) Certificate.

If you wish to submit work or volunteer experience from more than one employer, please copy this form and submit each signed form from each employer. Forms must be submitted with this application packet.

Please read the descriptions below, indicate with an X in the boxes that most closely describe the nature of your work experience in a dental office:

Duties and tasks performed:	Routinely	Occasionally	Never
Expanded Function Dental Assistant (performs two or more tasks) All chair side functions noted below plus: temporary crowns, retraction cord placement, sealants, placement of matrices, etc.			
Chair side Dental Assistant (primary role) 4 & 6 handed dentistry, manipulation of dental materials, rubber dam placement, exposing radiographs, child prophylaxis			
Limited Chair side Experience (not primary role) Oral evacuation and transfer of instruments			
Sterilization Assistant (primary role) No chair side duties			
Dental Laboratory Technician (primary role) No direct patient experience			
Front Office Reception and Clerical Experience (primary role) No clinical duties			
Other Health Care Provider (primary role) Please provide health care position and length of time employed.			
Non Health Care Work Experience (primary role) Please provide work experience position and length of time employed.			

Copy of ADAA (CDA) Certificate Attached: Yes No

Graduated from Dental Assistant Program: Yes No

By signature, the employing Dentist verifies this to be an accurate reflection of the applicant's work experience and the total hours worked in this position.

Work Experience Dates: from _____ to _____ **Total hours** _____ worked at this position.

Supervisor's NAME (PRINTED): _____

Supervisor's Signature: _____ **Date:** _____

Office Address: _____ **City** _____ **State** _____ **Zip** _____

Office Phone No. ____/____/____

FOR OFFICE USE ONLY: **VERIFIED:** YES NO **DATE:** _____ **INITIALS:** _____