DENTAL HYGIENE PROGRAM

A Cooperative Educational Program Administered By
Valdosta State University
And
Wiregrass Georgia Technical College

COMPETITIVE ADMISSIONS INFORMATIONAL PACKET AND APPLICATION FORMS

CURRENT FOR FALL 2013
Revised 03262013

ENTRANCE REQUIREMENTS FOR THE DENTAL HYGIENE PROGRAM

*** CLINICAL TRAINING BEGINS FALL SEMESTER EACH YEAR.***

1. **Enrollment**
   a. Apply to Valdosta State University. Declare dental hygiene as your major and begin core course requirements.
   b. Apply to Wiregrass Georgia Technical College by May 15th of the year student wishes to begin the clinical portion of the program.
   c. Students do not need to apply to Wiregrass Georgia Technical College until they are ready to make application to the clinical portion of the program. See *Procedure for Application to Dental Hygiene Program* located in this packet.
   d. Students are selected for the clinical portion of the program through a strict competitive admissions process. Completion of core courses does not guarantee admission to clinical training.
   e. Students that are reapplying must complete a new application packet each year before May 15th. *(Students that are reapplying DO NOT need to complete a new application to WGTC. In lieu of the application, provide a typewritten statement indicating that you have applied previously and give your WGTC ID#.)*
   f. Maximum admittance: 14 students admitted annually fall semester.

2. **Retain Advisement at VSU**
   a. All students declaring dental hygiene as a major will be assigned to a dental hygiene advisor at VSU while completing core courses.
   b. Advisement for core course requirements for dental hygiene majors is handled through the College of Nursing, Martin Hall Second Floor Administrative Office Suite. Phone: 229-333-5959
   c. For questions related to clinical requirements, contact Sandi Woodward, Director of Dental Programs at Wiregrass Georgia Technical College. sandi.woodward@wiregrass.edu or 229-259-5533

3. **Completion of Core Courses and Residency Requirements**
   a. While it is strongly advised that all core courses be completed prior to application to clinical program, ALL sciences MUST be completed prior to the beginning of fall semester.
   b. ALL SCIENCES MUST BE COMPLETED PRIOR TO PROGRAM ADMISSION FALL SEMESTER.
   c. Science courses include: BIOL 2651, BIOL 2652, BIOL 2900, CHEM 1151K, and CHEM 1152K.
   d. Please see complete curriculum guide located in this packet.
   e. Final evaluation for completion of core and final student selection will take place at the END of summer semester to allow for completion of any in progress courses for summer semester. Positions offered to students with science courses in progress during summer semester are **tentative** upon successful completion of in progress course work.
   f. If a student is tentatively offered a position pending completion of an in progress course and the student fails to successfully complete that course, the position will be revoked and offered to an alternate applicant meeting the requirements.

4. **VSU Residency Requirement**
   a. **A minimum of 21 semester credit hours must be completed at Valdosta State University to satisfy VSU's strict residency requirement and become eligible for graduation.**

b. If a student transfers all of the required core courses from another institution, the student must still complete 21 semester credits from VSU in order to graduate from the Dental Hygiene program.
c. Please be advised: course credits earned through the South Georgia College Entry Program **DO *NOT*** count towards the 21 hour residency requirement.

5. Grade Point Average and Prerequisite Courses

a. All core classes must be passed with a minimum grade of "C".
b. A minimum overall institutional GPA of 2.5 is required for program entry and exit.
c. Students must successfully complete all dental hygiene courses with 70% or better.
d. **Failure to achieve a 70% average in any clinical dental hygiene course results in program dismissal.**

6. Shadowing

a. Dental office shadowing or job experience is required to gain knowledge of your chosen profession.
b. Documentation of a minimum of 40 hours shadowing or work experience will be required as a part of the competitive admissions process.
c. Shadowing must be done in *a minimum* of 2 different dental practices with at least 20 hours in each practice. Please complete a separate shadowing form for each office shadowed. Applicants that have worked in a dental practice must also present shadowing from a minimum of 2 different practices. The required form is located in this packet.
d. Shadowing must be completed at the time of application to the clinical portion of the program at WGTC.
e. Applications without completed shadowing hours and documentation will be considered incomplete. Incomplete applications are not considered in the competitive admissions process.

7. Health Occupations Aptitude Exam (HOAE)

a. This test is administered at the VSU Testing Office during spring semester.
(Note: Students may take the HOAE at any qualifying testing facility that offers the HOAE exam.
b. Scores are used as criteria for student selection in the competitive admissions process.
c. A minimum score of 200 is required. A maximum score on the exam is 350. Students should obtain the best score possible to improve opportunity for program admission.
d. Students may take the test twice in any one calendar year.
e. Call the VSU Testing office at 229-245-3878 to schedule the time and date for your examination.
f. Submit HOAE scores with completed application packet.
g. Guidelines for understanding your HOAE score are located in this packet.
h. HOAE scores must be less than 1 year old at the time of application.
i. Additional information and study materials for the HOAE can be found at:
http://psbtests.com/site/products/hoae.html **and** **http://www.psbtests.com/resources/resources.aspx**

8. Personal References

a. Two personal references are required in the application packet. Required form is located in this packet.
b. Applications submitted without personal references will be considered incomplete.
c. Incomplete applications are not considered in the competitive admissions process.

9. Career Choice Essay and Personal Interview

a. A one page essay is required with the application packet. Your essay should reflect:
   - Your personal reasons for choosing dental hygiene as a career and why you would be an excellent candidate for the program.
   - The top 20 candidates will participate in a personal interview with dental hygiene faculty.

10. Physical Requirements

a. Visual Acuity (Students must be able to detect subtle differences in color, shape size and dimension)
b. Hearing
c. Physical Ability
d. Manual Dexterity
e. Hepatitis B Series
f. For more detailed information on physical requirements see the technical standards for dental programs located in this packet.

11. Permanent Records and Health History Profile

Upon program acceptance, students will be required to complete a Permanent Record and Health History Profile. Profile contents include but are not limited to: Vaccination Records and Hepatitis B Vaccination, Blood Work (RPR or VDRL), TB Test, Drug Screening, Oral Health Verification, Personal References and Criminal Background Check. Additional requirements could apply upon discretion of the institution or program faculty.

12. Financial Aid:

a. All Fees and tuition are paid directly to Valdosta State University
b. Students should complete financial aid documentation through VSU's financial aid office.
c. **Students will purchase their books, and instruments at the WGTC book store each semester**.
d. As financial aid cannot be used at multiple institutions simultaneously, financial aid will not be available at WGTC bookstore to purchase books instruments and supplies.
e. Students should be prepared to purchase books and instruments by cash, check or credit card on the first day of the program.
d. All incoming students should make arrangements in advance to purchase required books and instruments on the first day of class. Students CANNOT wait until financial aid checks are disbursed to purchase books.
e. A grace period of **3 days** is allowed. Any new student that has not purchased all required books instruments and supplies by the beginning of the 4th class day will be dismissed and the spot will be awarded to the next alternate candidate. Any returning student that has not purchased required books and supplies by the 4th day will be dismissed from class until books are purchased. 5%, 7% and 10% policy will still apply to these absences.

13. Georgia History and Georgia Legislative Requirements

Students receiving AP credit from **non-Georgia high schools or college credit from non-Georgia colleges** for US Government/ Politics (POLS 1101) and/or American History (HIST 2111 and/or HIST 2112) must validate Georgia legislative proficiency by passing an exemption exam offered by the Office of Testing, Powell Hall West. See "State of Georgia Legislative Requirements."

14. Student Advisory Regarding Misdemeanors and Felonies

Students will be required to submit for a criminal background check. Certain misdemeanors and/or felonies could prevent state dental hygiene licensure. Students with felonies or misdemeanors are advised to contact the state licensing board prior to program entry. Please visit the Georgia Board of Dentistry website for additional information on requirements and restrictions for dental hygiene

licensure in Georgia. Applicants wishing to practice in other states should check with the Board of Dentistry in that particular state for specific requirements.

"Valdosta State University, Wiregrass Georgia Technical College and faculty and staff are not responsible in the event a student successfully completes program requirements and boards but is unable to obtain licensure due to misdemeanors and/or felonies."

Wiregrass Policy of Non-Discrimination

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all educational programs and activities, including admissions policies, scholarship and loan programs, athletic and other Technical College System and Technical College-administered programs, including any Workforce Investment Act of 1998 (WIA) Title I financed programs. It also encompasses the employment of personnel and contracting for goods and services. The Technical College System and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.

Any violation or questions should be directed to Shalonda Sanders, Executive Director for Human Resources, Title IX Coordinator, Room 100E, 4089 Val Tech Road, Valdosta, GA 31602, or call 229-333-5356 ext. 2; or Keren Wynn, Vice President for Administrative Services, Room 535, 4089 Val Tech Road, Valdosta, GA 31602, or call (229) 333-2103; or Deborah Smith, Director of Human Resources, Room 630C, 667 Perry House Road, Fitzgerald, GA 31750 or call (229) 468-2027; or Sabrina Cox, Director of Distance Education, Room 132, 706 West Baker Highway, Douglas, GA 31533, or call 229-468-2022; or Ivory Gates, Director of Evening Operations, Room 120, 4089 Val Tech Road, Valdosta, GA 31602 or call (229) 333-2100 ext. 1369; or Sherry Carroll, Executive Director for Student Support, ADA & Section 504 Coordinator, Room 628D, 667 Perry House Road, Fitzgerald, GA 31750, or call 229-468-2030.

VSU Equal Opportunity Statement

Valdosta State University is an equal opportunity educational institution. It is not the intent of the institution to discriminate against any applicant for admission or any student or employee of the institution based on the sex, race, religion, color, national origin, disability, or sexual orientation of the individual. It is the intent of the institution to comply with the Civil Rights Act of 1964 and subsequent Executive Orders as well as Title IX, Equal Pay Act of 1963, Vietnam Era Veterans Readjustment Assistance Act of 1974, Age Discrimination in Employment Act of 1967, and the Rehabilitation Act of 1973.

Policy for Procedure to File Complaints with CODA

"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 treatment received by patients or 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 60611-2678 or by calling 1-800-621-8099 extension 4653."

A link to the formal complaint form is located on the Wiregrass dental hygiene web page.

Departmental Exposure Control Plan

Due to the nature of the dental hygiene occupation, any student entering dental hygiene program has increased occupational risks, such as heavy lifting injuries, radiation and chemical exposure, exposure to blood and airborne pathogens, and exposure to nitrous oxide. For additional information a complete copy of the exposure control plan is available upon request at the dental department business office.

Technical Standards for Dental Hygiene Program

All candidates for the dental hygiene programs must meet intellectual, physical, and social core performance standards necessary to provide safe patient care in an independent manner. The areas below include examples of necessary activities and skills but are not all-inclusive. Please consider all technical standards carefully before making the decision to apply for the dental hygiene program.

1. **Social Core Performance**:
   Prior felony convictions may affect a student's ability to participate in the clinical portion of the program and in board certification. All students with a criminal conviction must make an appointment with the program coordinator to discuss their eligibility to participate in the program prior to applying for admission to the program.
2. **Critical Thinking:**
   Critical thinking ability sufficient for clinical judgment. Examples include identification of cause/effect relationships in clinical situations, development of care plans, transferring knowledge from one situation to another, evaluating outcomes, problem solving, prioritizing, and using short and long-term memory.
3. **Interpersonal:**
   Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural and intellectual backgrounds. Examples include establishing rapport with patients, families, and colleagues, negotiation of interpersonal conflict, and respect of cultural diversity.
4. **Communication:**
   Communication abilities sufficient for verbal and written interaction with others. Examples include explanation of treatment procedures, initiation of health teaching and documentation of treatment.
5. **Mobility:**
   Physical abilities sufficient for movement from room to room and in small spaces. Examples include moving around in a dental clinic setting, sitting or standing and maintaining balance for long periods; twisting, bending, stooping; moving quickly in response to possible emergencies; pushing, pulling, lifting or supporting a dependent patient; squeezing with hands and fingers; and repetitive movements and administration of cardiopulmonary procedures.
6. **Motor Skills:**
   Gross and fine motor abilities sufficient for providing safe, effective dental care. Examples include calibration and use of equipment, positioning of patients, grasping and manipulation of small objects/instruments, using a computer keyboard.
7. **Hearing:**
   Auditory ability sufficient for monitoring and assessing health needs. Examples include hearing emergency signals, auditory timing devices on dental equipment, auscultatory sounds and patient communication.
8. **Visual:**
   Visual acuity sufficient for observation and assessment necessary in dental care. Of special importance is the ability to differentiate between subtle color changes and the ability to focus on small fields of vision for extended periods of time. Examples of necessary abilities include visualization of monitors and equipment, anesthetic vials; instruments calibrated in millimeters, use of depth perception and peripheral vision; distinguishing colors; and reading written documents.
9. **Tactile:**
   Tactile ability sufficient for physical assessment. Examples include detection of calculus or oral irregularities, utilizing hand instruments, performance of palpation for purposes of intra and extra oral exam.
10. **Emotional:**
    Emotional stability sufficient to tolerate rapidly changing conditions and environmental stress. Examples include providing patients with emotional support, adapting to changing conditions in the work environment and stress, dealing with unexpected or unpredictable events, maintaining focus on a task, performing multiple tasks concurrently and being able to handle non-cooperative and non-compliant patients.

Dental Hygiene Required Curriculum and Curriculum Sequence

Effective Fall 2013

Dental Hygiene Core Curriculum Offered By VSU	Credit Hours
ENGL 1101 Composition I	*3*
ENGL 1102 Composition II	*3*
MATH 1101 or 1111	*3*
BIOL 2651 Human A & P	*4*
BIOL 2652 Human A & P	*4*
BIOL 2900 Microbiology	*4*
CHEM 1151 General: Chemistry I	*4*
CHEM 1152 Organic: Chemistry II	*4*
POLS 1101 American Government	*3*
HIST 2111 American History	*3*
PSYC 2500 Fundamentals of Psychology	*3*
SOCI 1101 Intro to Sociology	*3*
COMM 1110 or COMM 1100 or ACED 2050	*3*
TOTAL HOURS @ VSU	**44**

Dental Hygiene Clinical Courses Wiregrass Georgia Technical College	Credit Hours
FALL I	
DHYG 1040 D.H. Preclinic Lec	*2*
DHYG 1050 D.H. Preclinic Lab	*2*
DHYG 1000 Oral Anatomy Root Morph.	*2*
DHYG 1010 Embryology & Histology	*1*
DHYG 1020 Head and Neck Anatomy	*2*
DHYG 1206 Pharmacology	*3*
TOTAL HOURS	***12***
SPRING I	
DHYG 1110 D.H. Lec I	*2*
DHYG 1111 D.H. Clinic I	*3*
DHYG 2200 Periodontology	*3*
DHYG 1070 Radiology Lecture	*2*
DHYG 1090 Radiology Lab	*1*
TOTAL HOURS	***11***
SUMMER	
DHYG 2010 D.H. Lec II	*2*
DHYG 2020 D.H. Clinic II	*2*
DHYG 2050 Pathology	*3*
DHYG 1030 Dental Materials	*2*
TOTAL HOURS	***9***
FALL II	
DHYG 2070 Community D.H.	*3*
DHYG 2080 D.H. Lec III	*2*
DHYG 2090 D.H. Clinic III	*4*
DHYG 2105 Nutrition	*1*
TOTAL HOURS	***10***
SPRING II	
DHYG 2130 D.H. Lec IV	*2*
DHYG 2140 D.H. Clinic IV	*4*
TOTAL HOURS	***6***
TOTAL HOURS @ WGTC	***48***

RECAP FOR BOTH INSTITUTIONS	
Semester Credits for VSU	**44**
Semester Credits for WGTC	**48**
Total Semester Credits for Program	**92**

Estimated Expenses for the Dental Hygiene Clinical Program

The following list of estimated expenses is provided so that each student can be financially prepared for the expenses encountered in dental hygiene clinical training. Students are expected to purchase required books and instruments at the beginning of each semester. A 3 day grace period will be allowed. On the beginning 4th day the following penalties will be applied if required books and instruments are not available for class:

New Incoming Jr. Student: Position in the class will be revoked and offered to an alternate candidate.
Returning DHYG Student: Student will be dismissed from class until necessary books/ instruments are purchased. 5%, 7%, 10% attendance policy will apply.

Fall I	
Medical Requirements for Program Entry: Hepatitis B Vaccine, 10 Panel Drug Screening, Physical Exam, Dental Exam, blood tests	250.00
Criminal Background Check	15.00
Uniforms	300.00
Loupes	800.00
SADHA Dues $65 (Junior Year)	130.00
Fall Semester Books and Jr. Instrument Kit	1,550.00
Clinic Supplies	25.00
Spring I	
RINN Devices for Radiology	150.00
Books	200.00
Summer	
Cavitron Inserts with Cassette	400.00
Books	200.00
Fall II	
Senior Instrument Kit	350.00
Books	200.00
Register and Pay for NBDHE Board Review in January (Fee includes estimated lodging and travel expenses in January)	600.00
Clinic Supplies	25.00
Spring II	
Hu Friedy Instrument Trade In	100.00
Books	150.00
DHYG Pin	35.00
Dental Hygiene National Board	375.00
CRDTS Clinical Exam and Site Fee	1025.00
CRDTS Lodging, Food and Travel Expense for student and patient	400.00
Graduation Application Fee @ VSU	35.00
License fee for GA Board of Dentistry	75.00

- ✓ These are <u>estimated</u> costs for the student while enrolled in the clinical phase of dental hygiene training.
- ✓ These fees are spread out over the entire clinical phase of training. The expenses DO NOT include tuition and fees paid each semester to Valdosta State University.
- ✓ While the faculty and institution make every effort to provide the student with accurate fees, please note that these fees are estimated and might not be 100% inclusive. Fees supplies and equipment are subject to change at the discretion of the program faculty.

Evaluating Your HOAE Scores

The exam is divided into 5 parts to be completed within a 2½ hour period.

Part I - Academic Aptitude (90 total possible points) Academic aptitude as measured by the total (combined subtests), might be thought of as a type of ability to learn. The test content is specifically adapted for appraising the combination of innate and acquired abilities that are needed for work of an academic nature. The academic aptitude total emphasizes familiar experiences and concepts while requiring careful reasoning and the capacity to comprehend and draw conclusions.

Verbal: The Verbal aspect consists of 30 vocabulary-related test questions. Empirical evidence has shown this type of test item to be highly related to academic success.

Arithmetic: The numerical aspect consists of 30 items drawing largely from arithmetic. To some degree, it involves skill with arithmetical concepts along with computational speed. The content of the numerical items is that to which practically all eighth grade students have been exposed.

Nonverbal: The nonverbal aspect consists of 30 test items calling for a comprehension of form relationships. Measurement is in terms of the ability to manipulate "things" mentally, to reason out differences in pictured objects, and to deal with concrete materials through visualization. Recognition of relationships and of differences has been shown by research to be basic to learning aptitude.

Part II – Spelling (60 total possible points) The spelling test measures skill with a tool essential to written expression or communication. It also reflects educational achievement in basic tools of learning.

Part III - Reading Comprehension (45 total possible points) This test measures ability to understand direct statements, interpret written content, see the authors intent, observe organization of ideas, and to extract information from written material with respect to ideas and purposes; thus to read and comprehend what is read.

Part IV - Information in the Natural Sciences (65 total possible points) Measurement with this test concerns accumulation of information in the natural sciences, i.e., biology, chemistry, health, safety, etc., at a fundamental level. The relationship of knowledge in the area of the natural sciences to the course of study of the allied health educational program is an obvious one.

Part V - Vocational Adjustment Index (90 total possible points) The person's characteristic life style is reflected in his or her distinctive educational and occupational adjustment. Feelings, attitudes, opinions, and other personality characteristics and behavioral traits, which may be quite acceptable in many situations, may not be those desirable for the prospective healthcare professional either as a student or as a practitioner

Competitive Admission Uses the Raw Scores

Raw Scores represent the number of questions answered correctly in one particular part of the examination.

- When calculating the score, the first three columns (VE, AR, NE) are subtests of the AA category. The first three columns are combined to determine the Academic Aptitude (AA) score.
- To arrive at a raw score for the exam, add the raw score (RS) from the last 5 columns (AA, Sp, RC, INS and VAI). **Adding all 8 columns* ***<u>will not</u>*** *give the correct score.**
- Best possible raw score for this exam is 350. Two possible formats for results are shown on the following page.

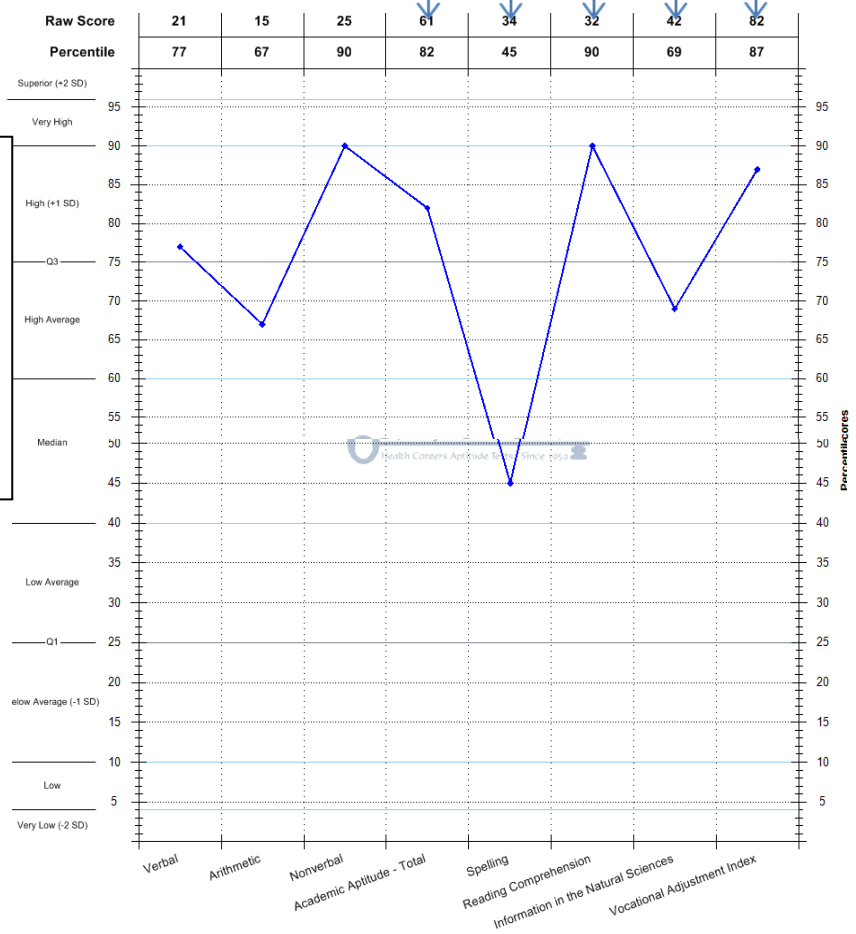
SCORE SHEET FORMATS

Add the Raw Score following 5 columns: **AA** **Sp** **RC** **INS** **VAI**

Format #1

Add Last 5 columns only!

Do Not add the first 3 Columns in your score.



Format #2

PSB Health Occupations Aptitude Examination
Class Record for [illegible]
Session Code: 11R846WF
Session Size: 1

Test Date: Wed, Nov. 04, 2009 08:29:17 AM

Name	ID Number	Sex	Age	Ed	L	U	Norming Group	VE RS PR	AR RS PR	NE RS PR	AA RS PR	Sp RS PR	RC RS PR	INS RS PR	VAI RS PR
		F	22	3	0	0		25 78	12 34	22 54	59 64	52 93	27 50	48 42	81 93

L: Test Locked due to test taker leaving test window
U: Test Unlocked by Proctor after student leaving test window
RS: Raw Score
PR: Percentile Rank

Verbal = VE
Arithmetic = AR
Nonverbal = NE
Academic Aptitude = AA
Spelling = Sp
Reading Comprehension = RC
Information in the Natural Sciences = INS
Vocational Adjustment Index = VAI

Add the number under Raw Score (RS) <u>in the last 5 columns only</u>: AA Sp RC INS VAI
Raw Score in this example is 267

How Are Students Selected for the Dental Hygiene Program?

Students are selected through a very strict competitive process.
A sample of the spread sheet used to tabulate student performance is as follows:

Course Name	Credit Hours	Attempt 1 grade	Attempt 2 grade	Attempt 3 grade	Total Attempts	Total Points	Non Science Weight	Science Weight	Quality Points
ENGL 1101 Composition I	3	4			1	4.000	1	2	12.00
ENGL 1102 Composition II	3	3			1	3.000	0.75	1	9.00
POLS 1101 American Government	3	3			1	3.000	0.5	0.75	9.00
HIST 2111 American History	3	4			1	4.000			12.00
PSYC 2500 Fundamentals of Psych	3	4			1	4.000			12.00
SOCI 1101 Intro to Sociology	3	3			1	3.000			9.00
ACED 2050 Comm. for the Wrkplce OR COMM 1100,	3	4			1	4.000			12.00
MATH 1101 or 1111	3	1	3		2	2.000			6.00
BIOL 2651 Human A & P	4	3			1	3.000			24.00
BIOL 2652 Human A & P	4	3			1	3.000			24.00
BIOL 2900 Microbiology	4	4			1	4.000			32.00
CHEM 1151 General: Chemistry I	4	2	4		2	3.000			12.00
CHEM 1152 Organic: Chemistry II	4	3			1	3.000			24.00
									197.00

Criteria	Points Possible	Points Awarded	AA	SP	RC	INS	VAI	Total HOAE
Raw Score for HOAT	200-350	253	59	52	27	48	67	253
Essay Score	5	4						
Personal Interview Score	20	17						
Total Quality Points	268	197.00						
Graduate of ADA Program	5	0						
	Total Score	471						

Application Requirements Without Numerical Score	
Shadowing Hours	Met
Personal References	Met
Cumulative GPA Upon Program Entry	3.29

Name: Ima Sample

ID#: 87055555555

Please Note the following:

1. All attempts for all courses will be calculated into the candidate's score to arrive at a total number of Quality Points for the candidate.
2. Scores in science related courses are weighted heavier than general core. *(BIOL 2651 and 2652, BIOL 2900, CHEM 1151 and 1152)*
3. The candidate's best HOAE score will be entered into the spread sheet.
4. Career choice essays are all scored in advance using a standard grading rubric. In the event two candidates have an identical score, the essay points will be used to determine which student will be offered the position.
5. Students that have successfully completed an **ADA/CODA Accredited** dental assisting program are entitled to 5 bonus points. Students wishing claim points in this category must provide evidence of successful completion by including a copy of your dental assisting diploma in the application packet.
6. Top 20 candidates will participate in personal interview with dental faculty.

Procedure for Application to Dental Hygiene Program

Application Deadline May 15th

PLEASE NOTE: INCOMPLETE APPLICATIONS WILL BE RETURNED TO THE STUDENT WITHOUT PROGRAM CONSIDERATION.

3 STEP APPLICATION PROCEDURE FOR COMPETITIVE ADMISSION

1. SIT FOR THE HEALTH OCCUPATIONS APTITUDE EXAM (HOAE)

a. Test scores MUST accompany your application packet.
b. Student may sit for the HOAE exam any time during the spring semester prior to the application deadline. Your test scores will be given to you by the testing office. A copy of your scores must accompany your application.
c. Student may sit for the exam twice in one calendar year.
d. Call the VSU Testing office at 229-245-3878 to schedule the time and date for your test.
e. Additional information and study materials for the HOAE can be found at: **http://psbtests.com/site/products/hoae.html and http://www.psbtests.com/resources/resources.aspx**

2. COMPLETE WIREGRASS GEORGIA TECHNICAL COLLEGE APPLICATION FOR ADMISSION

a. Complete the WGTC Application for Admission.
   - Application form is available on WGTC website or at admissions office.
   - Indicate Dental Hygiene as your program of choice on the application.
   - Please **DO NOT** submit application to WGTC admissions office!
   - The application will be submitted with your completed packet to dental department. (Berrien Hall Rm 220)
b. Take completed application to WGTC bookstore and pay application fee.
c. Attach your receipt to the completed application for admission.
d. **DO NOT** turn application in to admissions office. Include the completed WGTC application for admission (receipt attached) in your application packet. The dental department faculty will forward all applications to admissions at the appropriate time.

Please Note: *Students that have previously applied to Wiregrass* ***DO NOT*** *need to complete another application. In lieu of the application in your packet, please include typed statement indicating that you have previously been admitted to Wiregrass and provide your WGTC ID#.*

3. SUBMIT THE COMPLETED APPLICATION PACKET DIRECTLY TO THE DENTAL DEPARTMENT.

Completed application packet MUST include the following:

a. **Current OFFICIAL Transcripts from VSU**. (Considered Official in a Sealed Envelope)
   If you had transfer credits from other institutions, official transcripts from those institutions are required as well. ***DO NOT*** *have transcripts sent to admissions. Include them with your application packet*.
b. **Completed WGTC Application for Admission** with receipt from WGTC bookstore.
c. **2 Personal References**
d. **2 Shadowing Verification Forms** *(Minimum of 40 hours shadowing hygienist in two offices)*
e. **Health Occupations Aptitude Test scores.**
f. **1 page typed Career Choice Essay. MLA Format Preferred**

All applicants will be notified of acceptance or non-acceptance approximately 2 weeks following the application deadline. The top 20 candidates will be provided with personal interview appointment times.

DENTAL HYGIENE APPLICATION PACKET CHECKLIST

APPLICANT NAME_____ DOB _____

BEST PHONE# _____ VSU ID# _____ WGTC ID# _____

ADDRESS: _____ STATE_____ CITY _____ ZIP _____

Submit all required documents in one packet to Dental Department by May 15th.
Dental Department located in Berrien Hall Room 220.

All of the following items <u>must</u> be included in your completed application packet:

1. _____ **This Checklist for Document Verification**

2. _____ **Current "Official" VSU Transcript**
   - Applicants must include "Official" Transcripts from all transfer institutions.
   - Wait until grades roll to have transcript pulled so all courses will reflect final grades for all courses.

3. _____ **WGTC Application for Admission**
   - **C**ompleted application with receipt from bookstore attached.

4. _____ **2 Personal References**

5. _____ **2 Completed Shadowing Verification Forms**
   - The 40 hours **must** be split between at least **<u>two</u>** different practice settings.
   - The 2 office minimum criterion applies even if applicant has been previously employed in a dental office.

6. _____ **Health Occupations Aptitude Test Scores**

7. _____ **1 Page Career Choice Essay**

The top 20 candidates will receive an appointment time for the personal interview via U.S. mail. Please be sure to provide accurate and current mailing addresses in your application packet.

For Questions Regarding the Application Process, Please Call the Dental Department at 229-245-3716.

APPLICANT'S PERSONAL REFERENCE FOR THE DENTAL HYGIENE PROGRAM

(This form may be duplicated as needed for multiple references.)

Part I: Applicant Information: (Applicant Complete this section)

Applicant Name (please print)_____ VSU ID# _____

I authorize the completion of this form and the use of this information in evaluating my qualifications related to dental hygiene training.

_____ _____

Applicant Signature Date

Applicant: Return this completed reference with you application packet.

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Part II: Individual Providing Reference

The person listed above has applied for admission to the Dental Hygiene program. Kindly give us your candid opinion of this applicant's suitability for training in a career in dental hygiene.

How long have you known the applicant? _____

In what capacity have you known the applicant? _____

What qualities does the applicant possess that you believe would contribute to success in a dental career?

_____

_____

_____

What do you consider the applicant's strongest characteristics?

_____

_____

_____

If you or a member of your family were required to have dental care, would you have enough confidence in this applicant to allow him or her to provide treatment or care?

_____

_____

_____

Please give us any further information that you have about this individual that will help us to decide upon his or her suitability for a dental hygiene career. If you feel that this applicant is not suitable for this profession, please explain why not.

_____

_____

_____

Name of Individual Providing Reference (Please Print) _____

_____ _____

Signature of Individual Providing Reference **Date**

DENTAL HYGIENE PROGRAM
PRE-ADMISSION SHADOWING VERIFICATION FORM

(This form may be duplicated as needed.)

It is required that applicants observe the practice of dental hygiene for a minimum of **forty hours** prior to their educational experience in the Dental Hygiene Program. As a member of the dental health team, it is important that applicants have an awareness of the requirements involved in his or her chosen profession. Applicants must shadow in a minimum of 2 different offices and complete a separate form for each office.

Doctors and Staff,

On behalf of Wiregrass Georgia Technical College, the Dental Hygiene Program, and the applicant, we appreciate your time and efforts to allow the student to observe in your office. The student should spend the vast majority of the shadowing experience with the hygienist. If the applicant was employed in your practice, please indicate dates of employment and the position held.

Name of Applicant: _____

VSU Student ID# _____

Name of Dentist: _____

Name of Dental Hygienist: _____

Dates Of Observation And Total Number Of Hours Observed:

Dates: _____

Total Hours Observed: _____

Applicants with prior dental experience are not exempt from the shadowing requirement.
Applicants must observe the hygienist for 40 hours in at least 2 practice settings.

_____ _____

Applicant Signature/ Date **Dentist or Dental Hygienist Signature / Date**

Revised 03262013