



Alabama Dental Hygiene Program

Instructor/Sponsoring Dentist and Student

Program Overview & Information Handbook

TABLE OF CONTENTS

History of the Alabama Dental Hygiene Program (ADHP)	3
General Information	4
-Application	4
-Overview	5
-Program Design	6
ADHP Information	7
-Attendance	7
-Technology Requirements	8
-Materials	8
-Assignments and Testing	9
-Grading Criteria	10
-Performance Checks	10
ADHP Student Expectations	11
-Classroom Etiquette	11
-Preparation and Study	11
ADHP Instructor/Sponsoring Dentist Expectations	12
-Guide for Clinical Instruction	12
-Program Requirements for ADHP Instructors	14
Board of Dental Examiners of Alabama-Administrative Code	15
Contacts	17

HISTORY OF THE ADHP

The Alabama Dental Hygiene Program, commonly referred to as the “ADHP” is a unique accelerated certification program developed over 50 years ago to meet the needs of the dental profession and the citizens of the State of Alabama.

One of the changes that led to the creation of the ADHP occurred in the 1950’s when the University of Alabama-School of Dentistry created the first dental hygiene school. Other changes that influenced the dental hygiene field were the initiation of a statewide junior college system and an industry-wide realization by the dental profession that preventive dentistry was not a priority in the treatment of dental patients.

Initially it was thought concerns over the quality of a preceptorship-model would be addressed by educating all dental hygienists in a traditional program at the dental school or the new junior college system. Unfortunately, studies in Alabama and other states confirmed college-trained dental hygienists congregated in urban areas after graduation and had a higher attrition rate than that of preceptor-trained dental hygienists. Additional information from other states regarding the high cost of traditional dental hygiene education showed insufficient public funding to educate the quantity of qualified dental hygienists needed by the people of Alabama.

In retrospect, all these factors (quality, quantity, costs, and distribution within the state) along with a commitment to preventive dentistry for patients, led the Alabama Dental Association and the Board of Dental Examiners of Alabama to consider a non-traditional program for educating dental hygienists.

In 1959, the state legislature gave the Board authority to issue training permits for qualified dentists to sponsor a dental hygiene student in accordance with a dental hygiene training program (ADHP) established by the Board. This authority accomplished: 1) The ADHP program ended the preceptorship-model; 2) This authority allowed graduates from this program to qualify for licensure without the necessity of having to be a graduate of an accredited school of dental hygiene approved by the Board. By 1960, the preceptorship-model no longer existed.

The ADHP combines essential formal classroom education and training coupled with the students working with his/her sponsoring dentist in the clinical environment to develop the real-world application of dental hygiene skills.

Today, the ADHP trains over 200 dental hygiene students annually.

GENERAL INFORMATION

APPLICATION

- The ADHP Instructor (e.g., sponsoring dentist) serves as the first step in the selection process of an ADHP student candidate. Having a good working relationship between the dentist and student is crucial to the student's success.
- ADHP Student applicants MUST have the equivalent of 24 months of full-time employment (at least 30 hours/week) as a chair-side dental assistant in the 3 years immediately prior to the date of his/her application.
 - Program hours for graduates of a CODA-accredited Dental Assisting Program may be applied toward the 24-month requirement on a formula determined by the ADHP Senior Coordinator and ADHP Educational Director.
- ADHP Students are required to submit documentation of a MINIMUM of 150 prophylactic procedures during the program. His/her patients must have permanent dentition.
 - Dentists wanting to sponsor a student should consider if his/her practice will be able to support the student's required prophies.
 - Students not able to practice skills being taught during the ADHP will have difficulty in successfully passing the program or a licensing exam.
- ADHP Student applicants shall have completed the following BEFORE applying:
 - Hepatitis B titer verification: Step 1: Must show a titer within the last 12 months showing you carry immunity. Step 2: If you no longer carry immunity, you must fully complete the two dose or the three dose series and submit proof of completing the series prior to applying for this program. **Both the original negative titer and proof of completion of the series must be sent if you must complete both steps.** (Refer to the Hepatitis B Protocol on the Board website at <http://www.dentalboard.org/adhp>.)
 - CPR (required to be an in-person course, not online)
 - Infectious Disease Control Training
- ADHP Student applicants shall submit a fully completed application and application processing fee (\$300.00) to the Board staff on/before the advertised closing date. Once a student's application has been processed and tentatively

approved by staff: 1) the student will be notified by email; 2) the student will be given a final payment date to pay the remainder of the course fees. If the final course fees are not received by the final payment date, the student's application will be denied. All fees are non-refundable/non-transferable.

- The ADHP is governed by Alabama Administrative Code r. 270-X-3-.04. This is commonly referred to as the "Board Rule". Most questions regarding the requirements of the ADHP can be answered by reviewing this information (See Addendum A).
- Applications/information are located at www.dentalboard.org/ADHP

OVERVIEW

- The ADHP is led by the ADHP Educational Director and the ADHP Senior Coordinator. Their contact information is in the back of the handbook. All questions concerning the ADHP curriculum, prophy requirements, program documents, etc. should be directed to the ADHP Senior Coordinator.
- All general information regarding the ADHP, including the current program schedule, ADHP venue information, ADHP Instructor Course can be found at www.dentalboard.org/ADHP.
- Once the ADHP Student has been accepted into the program and has completed the instrumentation section of the program, he/she will receive a Temporary Training Permit issued by the Board. This will allow the student to perform dental hygiene under the direct supervision of his/her ADHP Instructor/sponsoring dentist. Temporary Training Permits are only issued to current/active students in the program.
 - The Temporary Training Permit will remain active while the ADHP Student is actively participating in the program. All training permits expire on the last day of the program and must be returned to the ADHP Senior Coordinator at that time.
 - The Temporary Training Permit must be returned to the ADHP Senior Coordinator prior to the end of the program if:
 - The student is terminated from employment by his/her sponsoring dentist and is unable to continue in the program.
 - At any point, the student becomes academically disqualified to graduate from the program.

- The student is dismissed from the program for any reason by the Board.
- ADHP Students must remain employed full-time, by his/her ADHP Instructor/sponsoring dentists for the duration of the program. The ADHP Instructor/sponsoring dentists must practice full-time while sponsoring an ADHP student. Both student and instructor must work together within the same clinic. The term "full-time" as it relates to this program means a minimum of 30 hours per week.
- Any identified academic or clinical dishonesty (e.g., cheating, falsifying documentation/prophy sheets, other) by the ADHP Student or ADHP Instructor/sponsoring dentist will result in the student's immediate dismissal from the program and/or disciplinary actions by the Board.

PROGRAM DESIGN

- The overall program design:
 - 180+ hours of didactic instruction
 - 8 hours of instruction per program meeting
 - Includes, but not limited to lectures, interactive classroom activities, hands-on instrumentation, etc.
 - Lecture topics cover:
 - Periodontics for the Dental Hygienist
 - Periodontal Instrumentation
 - Clinical Practice for the Dental Hygienist
 - Infection Control
 - Office Emergencies
 - Pharmacology
 - Oral Pathology
 - Dental Radiography
 - Head/Neck Anatomy
 - Cariology and Preventive Dentistry
 - Anatomy and Physiology of the Periodontium
 - Special Needs, Medically Compromised, & Pregnant Patients

- Laws and Ethics
- Alabama Dental Professionals Wellness Program

ADHP Information

ATTENDANCE

- ADHP Students are required to attend **EVERY** academic session to complete the program. This is an accelerated certificate program that requires 100% participation to ensure the success of the student and prepare him/her for licensure exams. (The ADHP Student must also work 30 hours per week while attending the program.)
- ADHP classes will be held at least one weekend a month (see schedule on website).
 - Day One classes begin at 7:00 am and end at 5:00 pm
 - Exams will be given at the beginning of class.
 - Day Two classes begin at 8:00 am and end at 5:00 pm
- The Board reserves the right to modify the schedule due to unforeseen circumstances and will ensure notification to the ADHP Students as soon as possible.
- Punctuality
 - ADHP Students are considered tardy if they arrive ten (10) minutes after class has started for the day.
 - A student who is tardy two (2) times will have his/her ADHP Instructor/sponsoring dentist notified. Additionally, the student will be placed on attendance probation and reported to the Board.
 - A student who has been tardy three (3) times may be dismissed from the program at the Board's discretion. The ADHP Instructor/sponsoring dentist will be notified of the additional tardies, and any actions taken by the Board.
- Absences
 - An ADHP Student absent from any part of an academic session SHALL submit a written excuse to the ADHP Senior Coordinator within five (5) business days of the absence requesting to remain in the program. This request will be submitted to the Board for review. Upon review, the Board will determine whether to accept or deny the request.

- If the request is denied by the Board, the student shall be dismissed from the program and the ADHP Instructor/sponsoring dentist will be notified.
- Failure to submit a written excuse and request to remain in the program on/before the allotted time will result in the removal of the student from the program. Should this occur, the ADHP Instructor/sponsoring dentist will be notified.
- Termination of Employment
 - See "Employment" under Program Requirements.

TECHNOLOGY REQUIREMENTS

- All ADHP Students must have a laptop that meets/exceeds:
 - Windows 10 or higher OR a MacBook with OS X
 - No Chromebooks
 - 4GB or more of RAM (memory)
 - Microsoft Office Suite
 - Adobe PDF Reader
 - Ability to access the Internet at home/work to download lecture materials and other information, as well as take exams in the program.

MATERIALS

- Student Resource Packet
 - The ADHP Student Resource Packet is required to be purchased for participation in the program.
- Student Portfolios
 - The ADHP Student will construct a "hard copy" portfolio during the program containing: PowerPoint presentations, personal lecture notes, program schedule, monthly homework assignments, and other materials used during the program.
 - The student should continually review his/her portfolio with the ADHP Instructor/sponsoring dentist to ensure full understanding of the program work.

- This portfolio, coupled with program textbooks and reinforcing instruction from the sponsoring dentist, should lead to the student's success in this program.
- Lecture materials will be available for download BEFORE each scheduled lecture via Canvas. This link will be provided to the student prior to the initial program session.
- ADHP Training Videos (5-part series)
 - Videos will be located at www.dentalboard.org/ADHP
 - These videos are designed to provide a framework of information to the ADHP Instructor/sponsoring dentist allowing him/her to better evaluate the student's readiness to initiate patient care in the clinical environment.
 - Video References to the textbook
 - Intra-oral and Extra-oral Exam
 - *Clinical Practice of the Dental Hygienist*
 - *Illustrated Anatomy of the Head and Neck*
 - Periodontal Probing
 - *Clinical Practice of the Dental Hygienist*
 - *Fundamentals of Periodontal Instrumentation*
 - *Foundations of Periodontics for the Dental Hygienist*
 - Instrumentation
 - *Clinical Practice of the Dental Hygienist*
 - *Fundamentals of Periodontal Instrumentation*
 - *Foundations of Periodontics for the Dental Hygienist*

ASSIGNMENTS AND TESTING

- All program examinations, homework assignments, performance checks, and prophylaxis sheets will be administered on Canvas by Instructure (educational software/academic learning management system).
- Upon completion and submission of an exam by the ADHP student, it is immediately graded and provides the student with his/her grade.
 - Students should share exam grades with the ADHP Instructor/sponsoring dentist to assist in remediation, if necessary.

- Exams/exam questions will not be available for review by the student or sponsoring dentist.
- Exams on lecture materials will be presented at the beginning of the following month's class.

GRADING CRITERIA

- The ADHP has a pass/fail criterion.
 - ADHP Students must maintain a minimum grade point average of 75% or above to successfully pass the program.
 - Students will be academically evaluated through:
 - 6 monthly exams
 - Mid-term didactic exam
 - Mid-term practical exam
 - Monthly homework assignments/Performance checks
 - Grading Percentages of the overall grade:

▪ Monthly exams	60%
▪ Mid-term didactic exam	15%
▪ Mid-term practical exam	15%
▪ Homework/Performance Checks	10%

PERFORMANCE CHECKS

- Performance checks are in the textbook, *The Fundamentals of Periodontal Instrumentation and Advanced Root Instrumentation*.
- Performance checks are used to document clinical instruction by the ADHP Instructor/sponsoring dentist and are required to be completed under direct supervision.
 - ADHP Instructors/sponsoring dentists MUST physically sign (no stamp) all performance checks for his/her ADHP-student to receive credit. The sponsoring dentist's signature verifies the student has received appropriate instruction and attained competency.
 - Once the performance check is completed and signed, the student shall upload the document to Canvas on/before the due date.

- **REMINDER:** The ADHP student is required to have a MINIMUM of 150 prophylactic procedures during the program. His/her patients must have permanent dentition.

ADHP Student Expectations

CLASSROOM ETIQUETTE

- Cell phones are prohibited in the classroom. Students can check cell phones for messages on break.
- No electronic devices of any kind (e.g., cell phones, smart watches, etc.) will be allowed during examinations, excluding the ADHP Student's laptop.
- Talking or disruptive behavior during lectures or examinations may lead to disciplinary measures. Continued disruptive behavior after having been warned may lead to dismissal from the program.
- The ADHP Senior Coordinator and/or the ADHP Faculty will determine break times and durations. Students are expected to use break time wisely and return to class prior to lecture beginning.

PREPARATION AND STUDY

- The ADHP is an accelerated certification program. ADHP Students are strongly encouraged to read and review assignments thoroughly between program sessions.
- Students are encouraged to speak with his/her ADHP Instructor/sponsoring dentist to review assignments, discuss exam outcomes, and prepare for upcoming assignments.
- Maintaining the Student Portfolio will allow the student to have all his/her lecture materials in one place, allowing better review, as well as more specific discussions with the sponsoring dentist.
- Students must complete all assigned work to prepare him/herself to successfully complete the program, as well as successfully passing the licensure exams.
- Due to class size, students can benefit from forming "study groups" within the program with other students.

- The ADHP Senior Coordinator is a resource and a guide for students. Students are encouraged to ask questions regarding assignments, lectures, and expectations.

ADHP Instructor/ Sponsoring Dentist Expectations

GUIDE FOR CLINICAL INSTRUCTION

- The ADHP Instructor/sponsoring dentist must provide the ADHP Student with a wide range of clinical experiences during the program for the student to be successful. Areas to cover include, but are not limited to:
 - Radiographs
 - Accurately recording location/extent of dental restorations and caries
 - Tooth charting using the Universal Tooth Numbering System
 - Charting mobility and furcation
 - Gingival recession
 - Keratinized and non-Keratinized gingiva
 - Pocket depth on 6 aspects of each tooth
 - Periodontal treatment planning
- Students should begin gaining clinical experience with recall patients with good oral hygiene/homecare (e.g., minimal plaque and calculus).
- As the student's clinical skills progress, he/she should advance to treating patients with moderate to heavy plaque, moderate to heavy supra and subgingival calculus, oral pathology, and periodontal disease.
- Students are required to have a minimum of 150 prophylactic procedures, so it is incumbent on the sponsoring dentist to ensure the student begins clinical treatment of patients on an appropriate schedule to accomplish this requirement.
- Sponsoring dentists are expected to work with their students on pre-treatment and post-treatment detection of subgingival calculus.
 - The ODU 11/12 explorer in the Student Resource Packet is specifically designed for subgingival calculus.

- To assist the sponsoring dentist, the below is a suggested student schedule:
 - August-September
 - 5 patients/month (Minimum)
 - Minimal plaque and calculus
 - September-October
 - 10 patients/month (Minimum)
 - Light supra and subgingival plaque and calculus
 - October-November
 - 15 patients/month (Minimum)
 - Light to moderate supra and subgingival plaque and calculus
 - November-December
 - 20 patients/month (Minimum)
 - Moderate supra and subgingival plaque and calculus
 - December-January
 - 25 patients/month (Minimum)
 - Moderate to heavy supra and subgingival plaque and calculus
 - January-April
 - Full weekly hygiene schedule
 - Heavy supra and subgingival plaque and calculus
 - Performing SCRPs
- To prepare for the licensure exam (clinical), the student must be proficient in the following:
 - Periodontal probing and charting
 - Detection and removal of calculus (supra and subgingival)
 - Scaling and root planing (SCRPs)
 - Removal of extrinsic stain
 - Other dental hygiene-related duties

PROGRAM REQUIREMENTS

- Employment
 - If the ADHP Student is disciplined by the ADHP Instructor/sponsoring dentist (or employer), the ADHP Senior Coordinator shall be notified as soon as practical. Once notified, the ADHP Senior Coordinator will submit a report to the Board to determine if the student will be allowed to continue in the program.
 - If the student's employment is terminated for any reason, the sponsoring dentist shall notify the ADHP Senior Coordinator as soon as practical. Once notified, the ADHP Senior Coordinator will contact the student to determine eligibility to acquire another sponsoring dentist. The ADHP Senior Coordinator will submit a report to the Board and what steps are being taken to address the issue. If no remedy is available, the student will not be allowed to continue in the program.
- Adequate Patient Load
 - Prior to agreeing to sponsor an ADHP Student, the ADHP Instructor/sponsoring dentist should consider whether his/her clinic has the patient load or his/her specialty will allow the student to meet the minimum of 150 prophylactic procedures with patients who have permanent dentition.
- Instructional Time
 - ADHP Instructors/sponsoring dentists are encouraged to set aside time, preferably daily, to review both program work, the student's portfolio, and clinical performance with the ADHP Student to ensure expectations are being met.
 - The ADHP video series is provided as a resource to the students and sponsoring dentists to reinforce clinical performance.
- Encouragement and Support
 - Encourage the ADHP Student to be inquisitive...asking questions and discussing his/her concerns.
 - The ADHP Instructor/sponsoring dentist is the clinical instructor for the student, but also a professional and academic mentor.

(Addendum 1)

Alabama Dental Hygiene Program

(Administrative Code r. 270-X-3- .04)

- 1) Each applicant for the ADHP must be at least nineteen (19) years of age when applying to begin training, of good moral character, free of communicable diseases, a citizen of the United States or a person who is legally present in the United States with appropriate documentation from the federal government and must be a graduate of an accredited high school or hold a GED certificate.
- 2) Each ADHP student must have had at least twenty-four (24) full months of full-time employment as a dental assistant, or the equivalent of twenty-four (24) full months in part-time employment within the three (3) years immediately preceding the student's enrollment in the ADHP. That time must have been spent assisting a dentist(s) and/or hygienist(s) at the chair. Full time shall mean employment of at least three and one-half (3-1/2) days or thirty (30) hours of Board approved employment per week. Graduates of an approved school of dental assisting will be given credit for such course on a formula determined by the Board.
- 3) Each ADHP student must be employed full-time during the effective period of the training permit before being eligible to take the dental hygiene licensure examinations specified by the Board. Full time shall mean employment of at least three and one-half (3-1/2) days or thirty (30) hours of Board approved employment per week with their primary certified dentist instructor whose name appears on the training permit. "Board approved employment" means employment that can provide the student the opportunity to perform the types and quantities of procedures required by the ADHP. Any dentist licensed and practicing dentistry full time in the State of Alabama may be issued an "ADHP Instructor Certificate" upon completion of the ADHP Instructor Certification Training and application to the Board of Dental Examiners, which shall have the discretion to grant or deny such certification. The issued certification shall be valid for three (3) years from the date of issuance.
- 4) ADHP students may practice only under the direct supervision of the dentist whose name appears on the training permit; however, another dentist employed in the same office who is certified pursuant to this Rule may perform pre and post prophylactic examinations of the ADHP student's patients.
- 5) The closing date for accepting applications for training permits for each year will be determined by the ADHP.

- 6) ADHP students are allowed one transfer of their training permit per course year, upon written request, and only upon approval by the ADHP or the Board. During the period of the ADHP student training permit, should the students' employment with their initial instructor-dentist be terminated, the student will be allowed to continue in the program only if their employment was terminated for a reason acceptable to the Board. Any ADHP student who fails to be employed or supervised by an instructor certified dentist for more than sixty (60) days during the course of the program shall be dismissed from the ADHP. An ADHP student who has participated in the Alabama Dental Hygiene Program twice unsuccessfully may apply to participate in the program a third time at the discretion of the Board after two (2) years of continual full-time employment as a dental assistant.
- 7) Each ADHP student must attend every academic instruction session. A student who fails to attend any session of academic instruction is no longer eligible for a training permit without consent of the Board, which shall be at the Board's discretion. If an ADHP student misses any part of an academic instruction session, the student must submit a written explanation of the absence within five (5) business days of the absence to the Board office for review and request permission to continue in the program.
- 8) No dentist shall be permitted to train more than one (1) ADHP student at a time.
- 9) ADHP students who obtain training in the ADHP must pay a fee in an amount fixed by the Board (this includes training permit, education, and instructional materials fees), which must be enclosed with the application. The education portion of the fee may be refunded only within the first thirty (30) days of issuance and only at the Board's discretion.
- 10) Any instance of dishonesty of any kind in any way related to the ADHP shall result in dismissal from the program.
- 11) The Board may limit the number of participants to ensure adequate function and integrity of the ADHP.

CONTACT INFORMATION

ADHP Educational Director

- Hussein Basma, D.D.S., DESS, MS
hbasma@dentalboard.org

ADHP Senior Coordinator

- Gina Latham, R.D.H.
gina@dentalboard.org
(659) 216-1010 (direct line)

