



700 Logan College Road
Carterville, Illinois 62918

DENTAL HYGIENE PROGRAM

This packet contains information for the full-time program beginning August 2012.

Dear Prospective Student:

Thank you for your interest in the Dental Hygiene (DHY) Program at John A. Logan College (JALC). Graduates of this program earn an Associate in Applied Science Degree in Dental Hygiene.

The College has an open admission policy; however, there are some programs which have additional entrance requirements. Attached you will find an information packet about the DHY program at JALC, an application for the DHY program and an application for the pre-entrance examination. **You must contact the Admissions Office to obtain information about general admission to John A. Logan College.**

The **applicant must:**

1. have successfully completed an **accredited** Dental Assisting Program, be certified or eligible for certification, and never had a certificate to practice revoked in any state **or** have worked three (3) or more years as a Dental Assistant. Please refer to **Admission Requirements** for more details,
2. achieve a competitive level score on the pre-entrance examination: **PSB – Health Occupations Aptitude Examination (HOAE)**,
3. submit all required documents listed in this packet under **Admission Requirements** to the designated office by **March 30, 2012** and
4. complete all necessary general entrance requirements for the College, as determined by the Admissions Office.

The career that you are considering is truly exciting! The Dental Hygiene Program educates dental assistants to become hygienists who have developed a high degree of clinical competence and knowledge of the dental practice. The dental hygienist is an integral member of the dental health care team who works directly with the dentist to maintain optimum oral health for the patient. Duties include cleaning teeth, exposing x-rays, providing dental care instructions to patients and maintaining patient records.

Further information is included in this packet and available on our website at www.jalc.edu/admissions/assessment/hcpa.php. We encourage you to thoroughly review the packet and website prior to applying to the program. Best wishes in your educational endeavors.

Best Regards,

Tom Cardwell
Director of Assessment

Valerie Barko
Associate Dean for Health & Public Service

Changes Effective 09/30/11

DIRECT EXTENSION ACCESS: (618) 985-2828 or 457-7676
OPERATOR: (618) 985-3741, 549-7335, 542-8612, 937-3438, TTY: 985-2752
WEB SITE: <http://www.jalc.edu>

PROFESSION

The DHY program educates dental assistants to become hygienists who have developed a high degree of clinical competence and knowledge of the dental practice. Upon completion of the DHY program students will be awarded an Associate in Applied Science Degree. The dental hygienist is an integral member of the dental health care team who works directly with the dentist to maintain optimum oral health for the patient. Duties include cleaning teeth, exposing x-rays, providing dental care instructions to patients and maintaining patient records. Additional duties may be found within the Illinois Dental Practice Act.

The high demand for the dual-trained Certified Dental Assistant/Licensed Dental Hygienist offers the graduate the opportunity to choose the type of practice, the area and the environment in which to work.

Flexible scheduling is a distinctive feature of this job, with full-time, part-time, evening and weekend work widely available.

An Associate in Applied Science Degree in Dental Hygiene is sufficient for practicing in a private dental office. A bachelor's or master's degree is usually required for research, teaching or clinical practice in public or school health programs.

Illinois Department of Employment Security rates dental hygiene as a "Best Bet" occupation with a starting salary for southern Illinois ranging between \$18.00 and \$20.00 per hour.

PROGRAM OBJECTIVES

The goals of the DHY program are to comprehensively prepare competent graduates in dental hygiene who:

- Have the fundamental knowledge, skills and value for entry level dental hygiene practice.
- Have a thorough understanding of the dental hygiene process of care, including: assessment of patient needs, planning for patient care, implementation of prescribed services and evaluation of dental hygiene care for each client served.
- Provide comprehensive, competent dental hygiene care for clients of all ages (child, adolescent, adult and geriatric), all levels of oral health status and special needs (including the medically compromised and physically and mentally challenged).
- Respond to the needs of community groups, and take an active role in the assessment, planning, implementation and evaluation of community based oral health programs.
- Exhibit commitment to continuous and lifelong learning.
- Possess interpersonal and communication skills necessary to effectively interact with a diversity of individuals and groups.
- Promote ethical behavior and abide by the legal requirements mandated by state law.

ADMISSION REQUIREMENTS

The following admission procedures shall be followed by all prospective applicants seeking admission to the JALC DHY program. Failure to comply with the deadline dates designated by JALC will automatically terminate the application for the program.

These admission procedures are in accordance with Illinois law. The law requires that programs not having sufficient space and resources to accommodate all applicants will accept those applicants best qualified, using ranking, ability and achievement test scores as guides, with preference given equally to students residing in the district or in a joint agreement district.

The JALC DHY program admission process does not discriminate on the basis of race, creed, color, national origin, gender, age, or the presence of a non-job-related condition or disability.

To be considered for admission in the full-time program beginning Fall 2012, an applicant must meet these criteria and submit the following credentials to the designated office by March 30, 2012:

1. If an applicant has had no previous dental assisting experience, they should first apply to the JALC Dental Assisting Program by contacting the Assessment Office at (618) 985-2828 Ext. 8518.
2. After completion of an **accredited** Dental Assisting Program, the applicant may choose to seek employment as a dental assistant or apply to the DHY program. Acceptance into the JALC Dental Assisting Program is **not** guaranteed acceptance into the DHY program.
3. To become eligible for the DHY program, the applicant must meet one of these criteria:
 - submit proof of successful completion of an **accredited** Dental Assisting program within the last six (6) years **including** PSY 132 and SPE 115 **or** SPE 116 **to the Assessment Office by March 30, 2012 or**
 - submit proof of three (3) or more years Dental Assisting work experience with a **notarized** letter from employer(s) containing dates of employment as a Dental Assistant **including** PSY132 and SPE 115 **or** SPE 116 **to the Assessment Office by March 30, 2012.**
 - Applicants with only three (3) or more years of Dental Assisting work experience **and** applicants that have successfully completed an **accredited** Dental Assisting Program more than six (6) years before starting the DHY program **must obtain a minimum composite score of 75% or higher on the DHY Challenge Exam and also take three (3) Dental Assisting courses; Infection Control, Head and Neck Anatomy, Oral Embryology and Histology.** The DHY Challenge Exam may be taken two times each year between November 1st and March 1st for fall entry. Contact the Assessment Office at (618) 985-2828 Ext. 8497 to schedule a DHY Challenge Exam.
 - Applicants with only three (3) or more years of Dental Assisting work experience **and** applicants that have completed an **accredited** Dental Assisting program prior to 2001 must show proof of continuing education in coronal polishing **and** pit and fissure sealants **to the Assessment Office by March 30, 2012.** For more information visit www.isds.org.
4. Applicants **must** have prerequisite MAT 062 for CHM 141 completed with a minimum grade of a "C" by the end of the summer semester prior to the fall semester the applicant plans to start the DHY program.
5. Submit a properly completed application for general admission and return it **to the Admissions Office by March 30, 2012, if not** currently enrolled in courses at JALC.

When completing an application for general admission the applicant must indicate that they are seeking a JALC degree. Also, indicate the area of study as an Associate of General Studies (**AGS**) with the PSC Code: **1.2**, and the CIP Code: **240102D**.

6. COMPASS **or** ASSET placement exams are required by JALC in reading, writing and math. Contact the Assessment Office at (618) 985-2828 Ext. 8518 to register for a placement exam. If COMPASS or ASSET placement exams were completed at another institution, submit the current exam scores **to the Assessment Office by March 30, 2012.** Placement exam scores will only be accepted if taken within the past three years.

Regardless of the COMPASS **or** ASSET placement or any test score taken for general college admission, and any resultant remedial courses required, all applicants desiring to apply for the DHY program will be allowed to take the DHY pre-entrance exam. However, if an applicant scores low on any general admission placement test, counselors may advise against continuing the DHY application process.

7. Complete and return the attached Dental Hygiene Program application to the **Assessment Office** when you register for the first test, or by **March 30, 2012**.
8. Complete and return the attached Dental Hygiene pre-entrance exam application to the **Assessment Office** when you register for the first test, or by **March 1, 2012**.

If an applicant tested the previous academic year and chooses not to retest in the current academic year, they must submit a written request along with the program application in order for the previous test score to be considered. In this instance, no entrance exam application is necessary.

9. Request **all transcripts** be sent to the **Admissions Office** by **March 30, 2012**. A high school transcript **or** proof of GED with passing scores is required of applicants who have not completed a full semester at an accredited college or university. If the applicant has completed a full semester or more of accepted course work at a college or university, other than JALC, then evaluated college transcripts are required, not high school transcripts. Transcripts **must** show when the course was taken and the grade received. **Official college transcripts must be received and evaluated in JALC Admissions Office by March 30, 2012**. The Assessment Office has access to courses taken at JALC, therefore, a JALC transcript does not need to be submitted.
10. **All applicants must submit proof of current residency to the Assessment Office by March 30, 2012**. The following forms may serve as acceptable proof of residency to be **RANKED** as an in-district applicant:
 - a valid driver's license with an in-district address
 - a valid state identification card with an in-district address
 - a valid voter's registration card that indicates JALC College District
 - a current real estate tax bill that indicates property is owned within the JALC College District
 - a joint agreement approved by JALC's V.P. for Instruction

In-district and joint agreement applicants will be placed in the ranking before applicants out-of-district, if one of the above forms of acceptable proof is received in the Assessment Office by March 30, 2012. If one of the above forms of acceptable proof is not received in the Assessment Office by March 30, 2012, the applicant will be placed in the ranking after in-district and joint agreement applicants that submitted acceptable proof.

Although the following forms may serve as proof to receive the in-district tuition status for an approved course or curriculum, these forms **DO NOT** qualify as acceptable proof of residency to be **RANKED** as an in-district applicant, therefore, the applicant will be placed in the ranking after in-district and joint agreement applicants:

- an employer letter that indicates employment in JALC College District
- a notarized letter that indicates residence in JALC College District
- a chargeback approved by JALC's V.P. for Instruction

Verification must show the applicants name with their current address. Acceptance letters will only be sent to in-district addresses for in-district students with the exception of joint agreement applicants. Post Office boxes are not accepted as proof of residency. New driver's licenses now show both P.O. Box and street address.

Out-of District Applicants Attending Through Joint Agreement

Out-of-district applicants enrolling in the **Dental Hygiene Program** at John A. Logan College through a joint agreement with **[Illinois Eastern Community Colleges, Kaskaskia College, Rend Lake College, Shawnee College, Southeastern Illinois College or Southwestern Illinois College]** will attend on the same basis as in-district applicants including paying tuition,

fees and any other charges applicable to in-district applicants. However, applicants attending under a joint agreement must agree to register for only those courses that are part of the declared joint agreement program. Any prerequisite course work or course outside of the joint agreement program must be completed at the applicant's home institution or the applicant will pay out-of-district rates at John A. Logan College. Joint agreement applicants will be responsible for withdrawing from courses that are not part of their declared joint agreement program or agree to pay out-of-district tuition for non-eligible courses. Completion of prerequisite courses does not result in preferential treatment for programs with special admission. Please note that these joint agreements are subject to change.

An applicant, who wishes to enroll in the **Dental Hygiene Program** that is not offered at their home institution, but is included in the joint agreement with John A. Logan College, will:

First, have a letter sent from their home institution stating that the applicant is eligible to participate in the specific program covered by the agreement and

Second, sign a joint agreement form stating that they understand that only courses included under the joint agreement are eligible for in-district tuition.

The eligibility letter and joint agreement form should be sent to:
John A. Logan College
Cindy D. Johnson, Director to the V.P. for Instruction
700 Logan College Road – Room A17
Carterville, IL 62918

If an applicant has any questions regarding a joint agreement or chargeback, they should contact JALC's V.P. for Instruction Office at (618) 985-2828 Ext. 8407.

Out-of District Applicants Attending Through Chargeback

An out-of-district applicant who wishes to enroll in the **Dental Hygiene Program** that is not offered at their home institution, and is not included in the joint agreement with John A. Logan College, must first obtain authorization from the sending institution for partial student support to attend John A. Logan College, which is referred to as a chargeback. Applicants attending through a chargeback must agree to enroll in only the curriculum approved by the sending institution or the applicant will assume responsibility for full tuition and fees incurred for the unapproved courses or curriculum. **In-district and joint agreement applicants will be placed in the ranking before out-of-district applicants attending on a chargeback.**

11. Achieve a competitive level score on the pre-entrance examination for the college. This score is based upon the PSB-Health Occupations Aptitude Examination results **and** weighted grades for previous college courses taken within, or transferring to, the DHY required curriculum. The exam will take a minimum of 3 hours. Tests will begin promptly at 9:00 a.m. and 1:00 p.m., unless indicated otherwise. **No one may take the test if they do not have a photo ID the day of the test.** Tests will be held in the Assessment Office in Room C205A. **Seating for each testing date is limited, and applications will be processed on a first come, first served basis.** Therefore, SIGN-UP EARLY! A list of designated dates and application deadlines is listed below. Complete and return the forms to the **Assessment Office**, Room C205, by the test registration deadline. Applicants must register before the test registration deadline set below for each session. The \$25.00 registration fee, per test, must be paid at the time of registration. This may only be done between the hours of 8:15 a.m. – 3:15 p.m. to allow time to complete the payment form that you must take down to the Business Office with your payment. The Business Office accepts credit/debit card, money order, cashier's check, personal check, or cash. Please contact the Business Office with questions regarding acceptable forms of payment. A total of 2 tests may be taken per academic year and only 1 test per month may be taken. Changes to exam and fees may occur at anytime! **There are 20 testing times available; applicants may only test up to 2 times.**

Dental Hygiene Testing Dates

Wednesday, November 2, 2011, 9 am or 1 pm
Thursday, November 3, 2011, 9 am or 1 pm
Wednesday, December 7, 2011, 9 am or 1 pm
Thursday, December 8, 2011, 9 am or 1 pm
Tuesday, February 7, 2012, 9 am or 1 pm
Wednesday, February 8, 2012, 9 am or 1 pm
Thursday, February 9, 2012, 9 am or 1 pm
Tuesday, March 6, 2012, 9 am or 1 pm
Wednesday, March 7, 2012, 9 am or 1 pm
Friday, March 9, 2012, 9 am or 1 pm

Dental Hygiene Test Registration Deadlines

Friday, October 28, 2011, by 3:15 pm
Friday, October 28, 2011, by 3:15 pm
Friday, December 2, 2011, by 3:15 pm
Friday, December 2, 2011, by 3:15 pm
Thursday, February 2, 2012, by 3:15 pm
Thursday, February 2, 2012, by 3:15 pm
Thursday, February 2, 2012, by 3:15 pm
Thursday, March 1, 2012, by 3:15 pm
Thursday, March 1, 2012, by 3:15 pm
Thursday, March 1, 2012, by 3:15 pm

The first concern about acceptance into the program should be obtaining a competitive level score on the DHY pre-entrance examination. This score is based upon the PSB-Health Occupations Aptitude Examination results. The exam includes sections on academic aptitude, spelling, reading comprehension, information in the natural science and vocational adjustment index. All five sections of the test will be given. The raw score of the first four sections will be added to achieve a composite exam score to be used for admission ranking. The fifth section will be utilized for research purposes. Tie breakers will be based upon the highest score achieved on Part 1 and Part 3, successively.

Additional points may be added to the applicants composite exam score on the DHY pre-entrance examination, **if college transcripts have been received and evaluated in JALC Admissions Office by March 30, 2012.** No points will be given without an official transcript. General education courses must be completed by **December 2011** in order for points to be added: BIO 205, CHM 141, ENG 101, BIO 206, BIO 226, SOC 133 and MAT 113 or MAT 104. **[MAT 113 has a prerequisite of MAT 062 with a minimum grade of a "C". Also, CHM 141 has a prerequisite of MAT 062 with a minimum grade of a "C" or an official high school transcript with 2 years of Algebra with a minimum grade of a "C". No points will be awarded for prerequisites.]** The following points will be added for each grade earned: "A" = 3 points, "B" = 2 points, "C" = 1 point. [For example, 21 points may be added to an applicant's composite exam score if the above general education courses are completed by **December 2011** with a grade of an "A" in each class.] Rank ordering of students for admission consideration will be made on the basis of total points earned.

Applicants who have worked as a Dental Assistant will earn additional points for full-time work experience if proof of work experience [submitted in the form of a **notarized** letter from each employer(s) containing dates of employment as a Dental Assistant] is received in the Assessment Office by **March 30, 2012**. Points will be awarded for Dental Assisting experience as follows:

- 10 or more years of experience as dental assistant = 3 points
- 6-9 years of experience as dental assistant = 2 points
- 3-5 years of experience as dental assistant = 1 point

Applicants who have passed the Dental Assisting National Board will earn additional points for GPA if proof of certification is received in the Assessment Office by **March 30, 2012**. Points will be awarded for GPA as follows:

- GPA 3.5 – 4.0 = 3 points
- GPA 3.0 – 3.4 = 2 points
- GPA 2.25 – 2.9 = 1 point

Additional information about the pre-entrance exam can be accessed by going to www.psbtests.com. Click on "Resources for Test Taking" to locate documents, that may be viewed or printed, containing information regarding Sample Questions, Understanding Test Results and Other Helpful Resources. No calculators are permitted during the exam.

Letters of notification of provisional acceptance to the top twenty (20) applicants on the ranking list will be mailed beginning in May 2012. Applicants that are selected will have ten days from the date mailed, to return the response form enclosed in the acceptance letter. If no response is obtained, the applicant will be dropped from future consideration and the next alternate on the list will be notified of acceptance. Letters of notification of alternate list or denial into the program will be mailed when all positions are filled.

It is extremely important to abide by the deadline dates outlined in this packet. It is the applicant's responsibility to assure that these documents have been received in the designated office by the deadline dates.

If you have questions regarding this information, you may contact any of the people below:

Tom Cardwell
 Director of Assessment
 John A. Logan College
 700 Logan College Road
 Carterville, IL 62918
 (618) 985-3741 Ext. 8496

Matt Yusko
 Assessment Coordinator
 John A. Logan College
 700 Logan College Road
 Carterville, IL 62918
 (618) 985-3741 Ext. 8617

Tish Majewski
 Assessment Coordinator
 John A. Logan College
 700 Logan College Road
 Carterville, IL 62918
 (618) 985-3741 Ext. 8247

TOM CARDWELL, MATT YUSKO AND TISH MAJEWSKI ARE THE ONLY ADVISORS STUDENTS SHOULD SEE FOR ADVISEMENT AND REGISTRATION TO INSURE ALL ENTRY REQUIREMENTS ARE MET FOR THE DENTAL HYGIENE PROGRAM.

ACCREDITATION STATUS

- Commission on Dental Accreditation of the American Dental Association
- United States Department of Education

TUITION AND FEES

In-district tuition at \$92.00 per credit hour – 25 hours (general courses)	\$2,300.00
Variable tuition at \$122.00 per credit hour – 24.5 hours (DHY courses)	2,989.00
Lab fees (estimate)*	3,065.00
Books (estimate)	1,500.00
Uniform – 2 sets (estimate)	48.00
White uniform jacket (one)	18.00
White leather shoes (estimate)	60.00
Instrument kit	1,500.00
Student ADHA and campus club annual membership dues	100.00
Graduation fee	10.00
Registration fee for Health Occupations Aptitude Entrance Exam	25.00
Pin for pinning ceremony (Due first day of DHY 215)	50.00
Attendance to Board reviews on campus (3 days – this does not include food)	350.00
Total Estimated Cost	\$12,015.00

* Included in lab fees: National Board Dental Hygiene Examination \$225.00 **and**
Central Regional Dental Testing Service Board licensure examination **or**
Northeast Regional Board licensure examination \$925.00

Additional costs may include:

- Medical and dental exams, immunizations and CPR.
- Computer and internet required for Blackboard and Moodle courses.
- Attendance at local dental and dental hygiene meetings. Approx. \$100.00.
- Supplies: gloves, masks, gowns, combination masterlock, patient hand mirror, 2 pairs of safety glasses, clipboard, red, blue & green colored pencils, Loupes magnification: \$850 and up.
- Upon successful completion of all board exams, a fee of \$100.00 to the State of your choice for licensure.

Note: All costs listed above are estimates and subject to change. **The DHY student should have planned for meeting these financial obligations before entering the DHY program.**

For additional information, please contact Debbie Boyke at (618) 985-2828 Ext. 8582 or debbieboyke@jalc.edu.

FINANCIAL AID

A variety of financial aid exists and the applicant should contact the Financial Aid Office for more information. Some of the types of financial aid presently offered are:

- Federal Pell Grants/FSEOG
- Illinois State Map Grant
- College Work Study
- Scholarships

LEGAL LIMITATIONS

Felony convictions that Dental Hygiene graduates have may adversely affect their ability to sit for licensure exam and to receive employment.

CURRICULUM COURSE REQUIREMENTS

Applicants are selected for classes beginning in August of every year from surrounding college districts: Illinois Eastern Community Colleges, John A. Logan College, Kaskaskia College, Rend Lake College, Shawnee College, Southeastern Illinois Community College and Southwestern Illinois College.

The length of the full-time program is sixteen (16) months from start to finish.

The DHY student has a very concentrated schedule and will also complete 12 hours of clinical each week in an on-campus dental hygiene clinic for three (3) semesters.

Students will need to provide transportation to and from the JALC campus. Classes will be held on the JALC campus.

Physical and dental examinations are required, **but should not be scheduled until you have received official notification that you have been accepted into the program.** Also, vaccination for Hepatitis B, a Rubella Titer Test, a negative Mantoux, and a Tetanus Toxoid test will be required once you have been accepted into the program. These forms will be provided to accepted students during their advisement appointment with the Dental Hygiene Coordinator.

All accepted applicants must be CPR certified and continue to be certified throughout the program.

Prospective DHY students should **not** purchase any materials or supplies until AFTER they have been accepted and registered for classes. Questions regarding uniforms, schedules, requirements, etc. will be answered for accepted students during an orientation session with the Dental Hygiene Coordinator.

Dental Hygiene students must earn a minimum grade of a “C” in all courses listed in the curriculum guide, including prerequisite and general education courses.

It is the responsibility of all interested applicants to view the current DHY curriculum guide and course descriptions online at the following links:

- http://www.jalc.edu/catalog/curriculum_guides/dentalhygienedegree.pdf
- http://www.jalc.edu/catalog/course_descriptions/dhy_dental_hygiene.pdf

GENERAL EDUCATION COURSES

BIO 205 – Human Anatomy and Physiology I	4 credits
CHM 141 – General, Organic & Biological Chemistry 1 ¹	4 credits
ENG 101 – English Composition I	3 credits
BIO 206 – Human Anatomy and Physiology II ²	4 credits
BIO 226 – General Microbiology	4 credits
SOC 133 – Principles of Sociology	3 credits
Choose one of the following :	
MAT 113 – Contemporary Mathematics ³	3 credits OR
MAT 104 – Mathematics for Allied Health	3 credits

¹ Prerequisite for CHM 141 is MAT 062 with a minimum grade of a “C” or an official high school transcript with 2 years of Algebra (Algebra 1 and Algebra 2) with a minimum grade of a “C”. Proof of eligibility for CHM141 must be received in the Assessment Office by March 30, 2012.

² No prior credit will be given for BIO 206 Human Anatomy and Physiology II if this course was completed more than 5 years prior to admittance into the program without consent of program director. Earned grade must be a “C” or higher.

³ Prerequisite for MAT 113 is MAT 062 with a minimum grade of a “C”.

All applicants are strongly encouraged to successfully complete the above DHY general education courses with a minimum grade of a “C” prior to the fall semester they plan to start the DHY program, so that they may increase their probability of success in the program.



Dental Hygiene Application
for the full-time program beginning Fall 2012

Please print this application, fill out completely and return to the Assessment Office, Room C205, by March 30, 2012.

JALC 7 digit ID# _____

Name _____
Last First MI Maiden

Address _____
Street City/State/Zip Code

Phone _____ Social Security No. _____

Date of Birth _____ E-mail Address _____

EMERGENCY INFORMATION
Person to be notified in case of emergency:

Name _____
Last First

Address _____
Street City/State/Zip Code

Phone _____

HIGH SCHOOL OR GED INFORMATION

Name of High School Graduation Date (MM/YY)

COLLEGIATE RECORD
List all colleges attended beginning with the most recent:

College Name Location Date of Attendance

College Name Location Date of Attendance

College Name Location Date of Attendance

When did or will you complete your Dental Assisting Program (MM/YY)? _____

Where did or will you complete your Dental Assisting Program? _____

The undersigned certifies that the information contained herein is true, complete, and correct. It also certifies that the applicant has read the informational packet online, and agrees to all application procedures.

Applicant's Signature _____

Date



Dental Hygiene Pre-Entrance Exam Application

Exam to be used for final class placement for the full-time program beginning Fall 2012.

Please print this application, fill out completely and return to the Assessment Office in Room C205. The \$25.00 registration fee, per test, must be paid at the time of registration. This may only be done between the hours of 8:15 a.m. – 3:15 p.m. to allow time to complete the payment form that you must take down to the Business Office with your payment. The Business Office accepts credit/debit card, money order, cashier's check, personal check, or cash. Please contact the Business Office with questions regarding acceptable forms of payment. Since your seat is being reserved for a test session the \$25.00 registration fee cannot be transferred to another test session [NON-TRANSFERABLE] or refunded if you do not attend the session for which you were applying [NON-REFUNDABLE]. Changes to exam and fees may occur at anytime! **No one may take the test if they do not have a photo ID the day of the test.** A total of 2 tests may be taken per academic year and only 1 test per month may be taken. There are 20 testing times available; applicants may only test up to 2 times.

Name _____
Last First MI Maiden

Address _____
Street City/State/Zip Code

Phone _____ Social Security Number _____

Please consider my results for: **Dental Hygiene Program**

Do you have a disability which may require accommodations for testing? Yes ___ No ___

If yes, you must provide documentation of your disability and the need for accommodations to Student Support Services in Room C219 within seven (7) working days of this request or seven (7) days prior to the test date.

NOTE: An exam date will be scheduled between the student and Matt Yusko in the Assessment Office after accommodations have been approved by Student Support Services.

Have you taken the PSB-Health Occupations Aptitude Examination (HOAE) before? Yes ___ No ___

If yes, when? _____

Fill in the testing day, date and time that you prefer for your first registration:

**** See next page for testing dates ****

Day _____ Date _____ Time _____

FOR OFFICE USE ONLY:					
Test Date	@	on	Receipt #	Amount	Date Paid
Test Date	@	on	Receipt #	Amount	Date Paid
Test Date	@	on	Receipt #	Amount	Date Paid

The undersigned certifies that the information contained herein is true, complete, and correct. It also certifies that the applicant has read the informational packet online, and agrees to all application procedures.

Applicant's Signature _____ Date _____

Please choose one day and time for your first registration, circle the day and time, and fill in the corresponding information on the front of the exam application indicating your preference.

November Testing Dates

Deadline: Friday, October 28, 2011, by 3:15 p.m. for the following testing dates. Please **circle one time** if you wish to test in November and also write the test day, date and time on the front of the application. **Reminder**, you can only test 2 times total per academic year and test only 1 time per month:

Wednesday, November 2, 2011 9:00 a.m. or 1:00 p.m. or

Thursday, November 3, 2011 9:00 a.m. or 1:00 p.m.

December Testing Dates

Deadline: Friday, December 2, 2011, by 3:15 p.m. for the following testing dates. Please **circle one time** if you wish to test in December and also write the test day, date and time on the front of the application. **Reminder**, you can only test 2 times total per academic year and test only 1 time per month:

Wednesday, December 7, 2011 9:00 a.m. or 1:00 p.m. or

Thursday, December 8, 2011 9:00 a.m. or 1:00 p.m.

February Testing Dates

Deadline: Thursday, February 2, 2012, by 3:15 p.m. for the following testing dates. Please **circle one time** if you wish to test in February and also write the test day, date and time on the front of the application. **Reminder**, you can only test 2 times total per academic year and test only 1 time per month:

Tuesday, February 7, 2012 9:00 a.m. or 1:00 p.m. or

Wednesday, February 8, 2012 9:00 a.m. or 1:00 p.m. or

Thursday, February 9, 2012 9:00 a.m. or 1:00 p.m.

March Testing Dates

Deadline: Thursday, March 1, 2012, by 3:15 p.m. for the following testing dates. Please **circle one time** if you wish to test in March and also write the test day, date and time on the front of the application. **Reminder**, you can only test 2 times total per academic year and test only 1 time per month:

Tuesday, March 6, 2012 9:00 a.m. or 1:00 p.m. or

Wednesday, March 7, 2012 9:00 a.m. or 1:00 p.m. or

Friday, March 9, 2012 9:00 a.m. or 1:00 p.m.