



North Idaho College

DENTAL HYGIENE PROGRAM

SPRING 2021 PROGRAM ENTRY APPLICATION PACKET

Application Period: September 14, 2020 – October 8, 2020

Application materials must be received in the Cardinal Central Office no later than 5:00 p.m. on Thursday, October 8, 2020, unless otherwise indicated.

Cardinal Central Office (208) 769-3311, or
Health Professions & Nursing (HPN) Admissions – email: HPN@nic.edu
Betsy Conery, Health Professions Advisor (208) 625-2320, Betsy.Conery@nic.edu
Janis McClelland, Program Director (208) 929-4014, Janis.McClelland@nic.edu

Application materials must be submitted as follows:

Email application materials to: HPN@nic.edu

Application materials can be also be mailed or delivered to: North Idaho College, Cardinal Central Office (Lee-Kildow Hall), 1000 West Garden Avenue, Coeur d'Alene, ID 83814.

North Idaho College Dental Hygiene Program Application Checklist:

This sheet is provided to ensure that your application is complete and the checklist does not need to be included with your application. All application materials must be emailed to HPN@nic.edu or received in the Cardinal Central Office **no later than 5:00 p.m. on Thursday, October 8, 2020, unless otherwise indicated.**

Application to North Idaho College

Complete Incomplete

If you are not an enrolled student at North Idaho College (NIC) in Fall 2020, you must complete a Spring 2021 NIC application via the 'Apply Now!' link on the [NIC Cardinal Central](#) website.

Dental Hygiene Program Application

Complete Incomplete

This Dental Hygiene (DENT) application must be complete. You can find and download the printable Dental Hygiene application packet on the [NIC Cardinal Central](#) website.

Official High School Transcript/GED for *current Dual Enrolled Students*

Complete Incomplete

If HS program or GED is in progress, then the final HS transcript or GED must be received prior to starting Dental Hygiene courses, if accepted to the program.

College Transcripts

Complete Incomplete

ALL official college and military transcripts must be received in the Cardinal Central Office by the set application deadline. Please be aware that transcripts are not retained for a long period of time and you may need to reorder transcripts. Only courses that appear on official transcripts at the application deadline will be used to determine points for admission. Applicants using ACT or SAT scores to meet the English course requirement must submit a paper copy of the scores if the course credit does not appear on the transcript. Test scores are valid for four years from the test date.

Current Schedule

Complete Incomplete

Applicants (including Dual Enrolled students) who are enrolled in prerequisite courses for fall 2020 in a school other than North Idaho College must submit a copy of their current schedule and complete the enclosed **Prerequisite Course Information Sheet**. This will validate eligibility to meet all prerequisites. Applicants should keep a copy of this form to remind them of important transcript due dates. Please note: priority will be given to applicants with all prerequisites completed by the October 8, 2020 application deadline.

Dental Office Clinical Observation

Complete – Waived

Due to COVID-19 circumstances, this Spring 2021 Dental Hygiene Program application requirement is being waived for all applicants. For this program cycle **only**, the points associated with the requirement will be awarded to all applicants as reflected on the Spring 2021 Dental Hygiene Application Points Calculation Sheet. Applicants do not need to submit documentation of clinical observation hours!

Dental Assistant Certification/Work Experience

Complete Incomplete

Documentation for current DANBE, NELDA or other approved national Dental Assistant certification or documentation of previous dental assistant work experience equal to a minimum of 6 months or 500 hours.

Statement from Previous Dental Hygiene Program

Complete Incomplete

Applicants who have attended any Dental Hygiene program other than NIC must submit a letter of good standing from their previous institution. The statement must be on program letterhead and signed by an instructor or administrator of the program(s).

IMPORTANT ADDITIONAL INFORMATION:

It is the applicant's responsibility to ensure that all required information is included in the application submission. All required application materials must be submitted and received by the Cardinal Central Office no later than 5:00 p.m. on Thursday, October 8, 2020 to meet the application deadline (unless otherwise indicated).

Applicants may verify documents received on their **MyNIC** account. Once you log into your **MyNIC** account, select **Self Service** under the **Services** area. Once you are within **Self Service**, on the left-hand side panel, select the person avatar icon (**User Options**) and select **My Documents**. If the **Status** column says **Not Received** for the **Requesting Office of Admissions**, we will need that document for your program file. No verbal or other written verification will be given. No recognition is given for requirements/courses without documentation.

- It is highly recommended that applicants with transfer credits view their transcript evaluations before the application deadline to ensure that they have courses which meet the prerequisite admission requirements for the Dental Hygiene Program at North Idaho College. The transcript evaluation may be viewed on the applicant's MyNIC account. Once logged into your MyNIC account, at the top of the screen in the **Search** box type '**Transcript Credits**' and find the search result for **View Transfer Credits**.
- Applicants using AP, CLEP or other test scores for a course to meet a degree requirement must submit a paper copy of the scores if the test score is not listed on the transcript. SAT or ACT Test scores are valid for four years from the test date.
- Applicants must access the [Dental Hygiene Program](#) website and read the "Dental Hygiene Additional Program Information" document to ensure awareness and understanding about the program, degree requirements, and accreditation details. Tuition and fee information can be found on the NIC [Tuition & Fee](#) website. In addition to tuition costs, program-specific course fees are estimated to be approximately \$14,000 over the course of the two-year program. Due to the high program costs, applicants are strongly encouraged to complete a FAFSA form ahead of time to assist in determining financial aid eligibility. Prior to accepting a position in the program, applicants will need to plan appropriately regarding payment for the tuition and course fees costs.
- Completion of a background check and drug screening will be required upon acceptance to the program.
- Federal regulations require that persons operating x-ray equipment be eighteen years of age or older. Students accepted into the program must be 18 years old by January 11, 2021, the program start date.
- Applicants (and alternates) accepted into the program will be required to attend a **mandatory Dental Hygiene Program orientation on Friday, December 18, 2020, from 12:00 – 4:00 p.m. at the North Idaho College campus.** Students will be notified of the specific location when program acceptance information is distributed.
- Please note, program schedules, deadlines and conditions are subject to change based upon unforeseen developments surrounding COVID-19.



North Idaho College

Spring 2021 Dental Hygiene Program Application

North Idaho College Student Identification Number _____

Name _____
Last First Middle Preferred Name

Other Names Appearing on Records _____

Current Mailing Address _____
Street Address City County State Zip

Phone _____ Secondary Phone _____

E-Mail _____

Education: High School Diploma: yes ___ no ___ GED: yes ___ no ___

Please list **all** colleges attended:

Name of College, Trade School, etc.	City & State	Dates Attended	Grad. Date	Degree/#Credit Earned

Cardinal Central must receive official transcripts from **all** previously attended colleges by the application deadline.

Military: Active _____ Veteran _____ Other _____
 (DD 214 will be required after initial applicant screening)

Select campus location – Selections cannot be changed after the application due date:

- Rank your campus location choice by placing a '1' for first choice and a '2' for your second choice.
- If you do not want to attend a specific campus, leave that campus location choice blank.
 Place a '1' in the campus location you do want to attend.

_____ **Lewis-Clark State College, Lewiston, ID**

_____ **North Idaho College, Coeur d'Alene, ID**

Please read and sign:

- I hereby certify that the information contained in this application is true and complete to the best of my knowledge.
- I understand that any misrepresentation or falsification of information is cause for denial of admission or expulsion from college.
- I understand that upon acceptance into the Dental Hygiene Program, a criminal background check will be required for participation in clinical rotations. Violations which appear on the background check may result in denied access to clinical sites and, therefore, inability to complete the Dental Hygiene Program.
- I understand that a felony conviction may result in denied access to clinical sites and, therefore, inability to obtain employment in my desired healthcare field.

 Applicant Signature

 Date

North Idaho College is committed to its policy of nondiscrimination on the basis of race, color, religion, national origin, gender, age, disability, pregnancy, sexual orientation, or status as a Vietnam-era veteran. This policy applies to education programs, services, and facilities, and includes, but is not limited to, admissions, employment, and access to programs and services.

Prerequisite Course Information Sheet

Students (including Dual Enrolled students) currently enrolled or planning to enroll in prerequisites at schools *OTHER* than North Idaho College must complete this information sheet. This sheet and documentation of enrollment in the prerequisites listed below must be submitted with the application in order to provide evidence of eligibility.

Student Name _____ NIC Student ID# _____

Prerequisite course/s I am currently taking: _____

Name of college _____

Course/s will be complete on (date) _____

The course/s is/are being offered in a _____ quarter _____ semester system. (Check one)

Name of college _____

Course/s will be complete on (date) _____

The course/s is/are being offered in a _____ quarter _____ semester system. (Check one)

Official transcripts for all prerequisite courses not completed at NIC must be received in the Cardinal Central Office by October 8, 2020. In the event an applicant is accepted to the program contingent upon successful completion of a currently enrolled course(s) as indicated on this page, an official college transcript reflecting the final course grade(s) must be received in the Cardinal Central Office by January 4, 2021.

North Idaho College Dental Hygiene Program Spring 2021 Application Admission Selection Criteria

- A. The Fall 2020 program cohort will admit students as follows:
- 5 students at Lewis-Clark State College (LCSC) campus in Lewiston, and
 - 10 students at North Idaho College (NIC) campus in Coeur d'Alene
- Selection to the program sites will be dependent on applicant campus choice(s) and per a predetermined point process defined as follows in the Dental Hygiene program application.
- B. Points will be awarded for minimum prerequisite courses and other courses as noted on the "Points Calculation" sheet. These courses must be completed with a grade of C+/2.3 GPA or higher. Additionally, lab science courses (BACT, BIOL, and CHEM) must be no older than 7 years at program start date. If completed by application deadline, BIOL-207 and PHAR-150 must have a grade of B/3.0 GPA or higher for purposes of meeting the minimum program degree requirements and for the application point process.
- C. Points will be awarded for grades earned in courses appearing on the official transcript(s) if received by the application deadline and if meeting the requirements for the Dental Hygiene Program, as detailed on the program application.
- Courses with grades of **P** (pass) or **S** (satisfactory) or courses that have not received a grade due to advance placement scores will be awarded 3 points.
 - Courses which have been documented as **waived** do not receive grades or credits and will not be awarded points, but will be accepted as meeting program requirements.
 - Courses in-progress at the time of the application deadline receive no points.
 - Courses may be repeated more than once to improve a grade. If repeated, the most recent course grade will be used in the program application scoring process.
 - If more than one course will meet a degree requirement (i.e. two or more GEM 3, MATH 123, or higher courses), the course with the highest grade will be used in the point calculation.
- D. One point will be awarded to applicants who are residents of Idaho's Region 1 or Region 2 counties. Residency status will be determined based on information submitted on the North Idaho College application.
- E. Two points will be awarded to applicants who have completed a Bachelor's degree or higher from an accredited U.S. Department of Education institution that is recognized by NIC. Official transcripts reflecting the degree detail must be received by the application deadline.
- F. Three points will be awarded to each applicant for the **waived** clinical observation hours as noted on the application checklist. Due to COVID-19 circumstances, this Spring 2021 Dental Hygiene Program application requirement is being waived for all applicants. For this program cycle **only**, the points associated with the requirement will be awarded to all applicants as reflected on the Spring 2021 Dental Hygiene Application Points Calculation Sheet. Applicants do not need to submit documentation of clinical observation hours to meet application requirements for the Spring 2021 program start!

North Idaho College Dental Hygiene Program Spring 2021 Application Admission Selection Criteria

- G. Points may be awarded for active/current DANBE, NELDA or other national Dental Assistant Certification or related Dental Assistant work experience as defined and granted through the application process. Complete documentation is required by the application deadline for consideration. Points will not be awarded for both categories.
- Five points = Dental Assistant certification (active/current certification through DANBE, NELDA or other national certification as allowed/granted through application process). Please note: Certification through a state-approved training program does NOT necessarily meet the national certification requirements and may not be eligible for application points.
 - Three points = Related and substantiated Dental Assistant work experience. Work experience shall mean the applicant has been employed by a dentist for a minimum of 6 months or 500 hours. Work experience must be documented by a letter on official company letterhead and signed/dated by the applicant's supervising dentist. The applicant's name with specific job title, work-related duties, specific employment dates (starting/ending dates) and total hours worked detail must be included in the letter.
- H. Additional Information:
- Initial point calculation for eligible applicants, as defined above, will result in a narrowing of the applicants to a pool of up to thirty (twenty for the NIC campus selection process and ten for LCSC campus selection process) applicants. These applicants will be invited to participate in a mandatory online interview where up to 25.0 additional points will be awarded through the interview process. These interview points will be added to the initial point calculation numbers to arrive at a total point calculation. This total point calculation will be used to determine the final selection of program participants. Up to five participants and two alternates will be selected for the LCSC cohort in Lewiston, and up to ten participants and two alternates will be selected for the NIC cohort in Coeur d'Alene.
 - If necessary, GPA for program eligibility will be calculated on courses that meet degree requirements for the Dental Hygiene Program.
 - In the event there are applicants with an equal number of points, and the number of tied applicants outnumber the remaining open positions in the program, the following system will be used to determine who is selected:
 1. Applicants with an equal number of points (tied) who have provided appropriate documentation of military service will be put at the top of their point category.
If there continues to be a tie, then:
 2. GPA, as defined above, will be used to rank the remaining tied applicants.
If there still continues to be a tie, then:
 3. A random drawing of all the remaining tied applicants will be held for the final seat.
- I. Applicants selected for interviews will be notified about the interview process and available interview times by November 13, 2020. Interviews will be planned during the week of November 16-20, 2020. Once the selection processes are complete, applicants will be notified about program acceptance by December 7, 2020.
- J. Accepted applicants and alternates will be required to attend a **mandatory Dental Hygiene Program orientation on Friday, December 18, 2020, from 12:00 – 4:00 p.m. at the North Idaho College campus.** Accepted applicants will be notified of the specific location when program acceptance information is distributed.

Spring 2021 Dental Hygiene Application Points Calculation Sheet

Name _____ Student ID _____

Shaded courses = Minimum prerequisites to apply and must be completed by application deadline. BIOL-207 and PHAR-150 are courses taught as part of the program curriculum; however, they may be completed by the application deadline for purposes of additional application calculation points.

Prerequisite Courses	Scale	Grade	Points
BACT-250 (General Microbiology)	A = 8 B+ = 6 B- = 4	A- = 7 B = 5 C+ = 3	
BIOL-175 (Human Biology) or BIOL-227 (Human Anatomy and Physiology I)	A = 8 B+ = 6 B- = 4	A- = 7 B = 5 C+ = 3	
CHEM-102 (Essentials of Organic and Biochemistry) or CHEM-105 (General, Organic and Biochemistry)	A = 8 B+ = 6 B- = 4	A- = 7 B = 5 C+ = 3	
GEM MATH-123 (Math in Modern Society) or higher GEM 3 MATH	A = 8 B+ = 6 B- = 4	A- = 7 B = 5 C+ = 3	
COMM-101 (Fundamentals of Oral Communication)	A = 4 B+ = 3 B- = 2	A- = 3.5 B = 2.5 C+ = 1.5	
ENGL-101 (Writing and Rhetoric I)	A = 4 B+ = 3 B- = 2	A- = 3.5 B = 2.5 C+ = 1.5	
PSYC-101 (Introduction to Psychology)	A = 4 B+ = 3 B- = 2	A- = 3.5 B = 2.5 C+ = 1.5	
SOC-101 (Introduction to Sociology)	A = 4 B+ = 3 B- = 2	A- = 3.5 B = 2.5 C+ = 1.5	
BIOL-207 (Concepts in Human Nutrition)	A = 8 B+ = 6	A- = 7 B = 5	
PHAR-150 (Introduction to Pharmacology)	A = 8 B+ = 6	A- = 7 B = 5	

Additional Points Awarded		
Residency in Idaho's Region 1 or Region 2 Counties Region 1: <input type="checkbox"/> Benewah <input type="checkbox"/> Bonner <input type="checkbox"/> Boundary <input type="checkbox"/> Kootenai <input type="checkbox"/> Shoshone Region 2: <input type="checkbox"/> Clearwater <input type="checkbox"/> Idaho <input type="checkbox"/> Latah <input type="checkbox"/> Lewis <input type="checkbox"/> Nez Perce	1	
Bachelor's degree or higher from a U.S. Dept. of Education accredited institution as recognized by NIC	2	
Dental Office Clinical Observation Hours – This requirement is waived for the Spring 2021 Dental Hygiene Program application cycle. All Spring 2021 applicants receive 3.0 points for this application requirement.	3	Waived = 3 pts
Dental Assistant Certification (active/current DANBE, NELDA) w/ or w/out work experience = 5 points Dental Assistant Work Experience w/out Dental Assistant Certification = 3 points Points will not be awarded for both categories. Documentation must be submitted as outlined in application.	3 or 5	

Initial Point Calculation _____
(Potential Points = 75)

Point Calculation for Applicants Selected to Interview _____
(Potential Points = 25)

Total Point Calculation _____
(Total Points = 100)