



North Idaho College

DENTAL HYGIENE PROGRAM SPRING 2023 APPLICATION PACKET

The application period is June 6, 2022 – August 4, 2022.

**Application materials must be received in the Cardinal Central Office
no later than 5:00 p.m. on Thursday, August 4, 2022
to meet the application deadline.**

Application materials must be submitted as follows:

Email application materials to: HPN@nic.edu

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

In Person: Text 'Cardinal' to 208-268-6485 to get in line.

All application materials must be received by 5:00 p.m. on the posted deadline date.

Questions can be directed to:

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

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North Idaho College Dental Hygiene Program Application Information and Checklist

Thoroughly read the entire application and follow instructions for completing and submitting necessary application materials. All required application materials must be received by the Cardinal Central Office no later than 5:00 p.m. on Thursday, August 4, 2022 to meet the application deadline. Follow application steps in order when possible.

Step 1:

Application to North Idaho College (If Applicable) Complete Incomplete

Applicants must complete a degree-seeking application to attend NIC for the Spring 2023 semester if **NOT** enrolled and attending North Idaho College (NIC) during the preceding Fall 2022 semester. Non-degree seeking students and Dual Credit enrolled students attending the Fall 2022 semester must also complete a degree-seeking application for the Spring 2023 semester to be considered for program application. Use the 'Apply Now!' link on the [NIC Cardinal Central](#) website to complete this process.

Step 2:

Dental Hygiene Program Application (Page 6) Complete Incomplete

Applicants must complete and submit appropriate pages from this Dental Hygiene Program application including the Dental Hygiene Program Application form. Locate and download the printable Dental Hygiene application packet on the [NIC Cardinal Central](#) website. Appropriate signature and date information is required! No electronic signature allowed!

Acknowledgement of Vaccination Requirements (Page 7) Complete Incomplete

Applicants must complete and submit the 'Acknowledgement of Vaccination Requirement' form from the Dental Hygiene application packet. Appropriate signature and date information is required! No electronic signature allowed!

Observation Hour Requirement Form (Page 8) Complete Incomplete

Applicants must complete each component listed on the 'Observation Hour Requirement' form. A minimum of 20.0 hours total must be met among the combined components. Applicants must coordinate arrangements with a Dental Clinic/Office to complete these requirements. Multiple forms can be used if meeting hourly requirements at more than one office/clinic. Appropriate documentation of observation hours along with appropriate signature documentation must be completed and submitted to be considered for program application.

Prerequisite Course/Schedule Info (If Applicable - Page 9) Complete Incomplete

Applicants (including Dual Credit enrolled students) who are enrolled in prerequisite courses during Summer 2022 at a school **other** than North Idaho College must complete and submit the **Prerequisite Course Information Sheet** and submit a copy of the applicant's **enrollment/registration schedule** to validate eligibility to meet all required prerequisites. Applicants should keep a copy of this form to remind them of important transcript due dates!

Previous Program Statement (If Applicable) Complete Incomplete

Applicants who have previously attended any dental hygiene program other than NIC must submit a letter of good standing from their previous institution. The statement must be documented on institutional letterhead and be signed by an instructor or administrator.

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Step 3:

Official College Transcripts & Other Required Transcripts **Complete** **Incomplete**

ALL official college and military transcripts must be received in the Cardinal Central Office by the posted deadline date. Courses completed at North Idaho College do not require official transcript submission. Please be aware that transfer institution transcripts are not retained for a long period of time and you may need to reorder official transcripts even if transfer credits were previously posted to your NIC transcript. Only courses that appear on an originating educational institution's official transcript 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. International college/university transcripts must be professionally evaluated by [WES](#) or a similar [NACES-member organization](#). An official evaluated transcript must be sent from the organization to NIC by the application deadline. It is recommended an applicant choose course-by-course evaluation and pay to have records retained with the agency in case there is a need to request the evaluated transcript again for future employment opportunities/licensure requirements.

Official High School Transcript/GED for *current Dual Credit Enrolled Students* (If Applicable)

Additionally, if HS program or GED is in progress and the applicant is accepted to the program, the final HS transcript or GED must be received prior to starting Dental Hygiene courses in January.

Step 4:

Dental Assistant Certification/Work Experience **Complete** **Incomplete**

Documentation for current DANB exam(s), 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. Information about appropriate documentation can be found on page 11.

Step 5: (May Need To Repeat Review As Application Items Are Received)

Review Online Checklist/Transfer Credits **Complete** **Incomplete**

It is the applicant's responsibility to ensure that all required information is included in the application submission. Once the NIC college application and the Dental Hygiene program application processes are completed as noted within Step 1 and Step 2, an online checklist regarding required application materials will be created. This online checklist process can take between three to five business days to generate. If you are applying close to a deadline, you may not be able to review your checklist before the deadline date. Plan ahead for applying so you have time to review your online checklist!

After the checklist is created, an applicant may verify application documents received on their **MyNIC** account. To view the checklist, you must 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 application file. No verbal or other written verification will be given. No recognition is given for requirements/courses without documentation.

It is also 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**.

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North Idaho College Dental Hygiene Program Additional Information

- One informational Dental Hygiene Program Application Zoom session will be scheduled prior to the posted application deadline. Use the following Zoom link to access the online meeting: [June 22, 2022 - 12:00 to 1:00 p.m.](#) Attendance during the information session is NOT required for application; however, we welcome participation if you have any questions related to the application process. The current application and specific requirements will be reviewed during the session. Attendees are encouraged to thoroughly review the application prior to the information session and have questions ready as each application element is addressed. In the unlikely event the information session is not available as planned or if an applicant is unable to attend the scheduled session, it is still the applicant's responsibility to thoroughly read and understand application requirements. If application information or assistance is needed, applicants are encouraged to contact the Health Professions Advisor as noted on page 1.
- 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.
- 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 the program start date schedule on January 9, 2023.
- Up to fifteen students will be admitted to the Spring 2023 Dental Hygiene Program (ten students at the North Idaho College campus location in Coeur d'Alene, Idaho and five additional students at the Lewis-Clark State College campus location in Lewiston, Idaho). The program is scheduled to begin at the start of the spring term on January 9, 2023.
- Based on the required program prerequisites and the application point process, eligible applicants *may* be invited to participate in an interview process to determine final applicants accepted into the program. If eligible program applicant numbers do not exceed accepted/alternate seats available, the required program prerequisites and outlined application point process (w/out interviews) will determine the final applicants accepted to the program.
- Any applicants selected for interviews will be notified about the interview process and scheduled interview time by the end of October. Interviews will be planned in late October or early November. Once the interview process is complete, applicants will be notified about program acceptance by the end of November. Notification will be sent by email to the email address indicated on the program application. Please watch your incoming email messages (including junk mail) for any program status updates and be ready to return required documentation/forms if requested.

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North Idaho College Dental Hygiene Program Additional Information (continued)

- Completion of a background check will be required upon acceptance.
- Completion of a drug screening may be required upon acceptance and/or before starting clinical work.
- Accepted applicants and alternates will be required to attend a **mandatory Dental Hygiene Program orientation on Friday, December 16, 2022, from 10:00 – 4:00 p.m. at the North Idaho College campus**. Students will be notified of the specific location when program acceptance information is distributed.
- Acceptance packet materials will be mailed to each accepted applicant prior to program orientation. If your address changes between applying and the scheduled orientation date, be sure to notify the Health Professions Advisor of your new address so program information and acceptance packet materials can be sent to the correct address.
- Registration for Spring 2023 Dental Hygiene programmatic courses will occur during the mandatory program orientation session. If you need to complete any general education course(s), you may register for these courses as soon as your assigned spring registration time opens to ensure the best chance at course registration availability. Do not wait until program orientation to register for non-programmatic courses! Let us know if you need assistance with the registration process for any general education courses or if you have questions about registration.
- Please note, program cohort schedules, deadlines and conditions are subject to change based upon unforeseen developments including those surrounding COVID-19.

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North Idaho College

Application for Admission - Spring 2023 Dental Hygiene Program

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.

Submit this page.



North Idaho College

1000 West Garden Avenue, Coeur d'Alene, ID 83814
www.nic.edu

Health Professions and Nursing

Important Acknowledgement of Vaccination Requirements by Health Care Facilities/Clinical Sites

In order to meet course and program outcomes and receive the Certificate or Associate of Applied Science degree in your chosen Health Professions program and to qualify to take the licensure or certification examinations, *all Health Professions students are required to participate in clinical activities.*

The North Idaho College Health Professions programs utilize health care facilities throughout the region to achieve the external and internal clinical component of the programs. Some, if not all, of the Health Care Facilities providing clinical sites currently (or may in the future) require evidence of vaccinations including the COVID-19 vaccination in order to participate in clinical experiences at their facilities. Below is a list of all vaccinations currently required at facilities.

Any student enrolling in any of our Health Professions programs is informed that the College has no duty and/or obligation to secure a Health Care Facility/Clinical Site that does not require COVID-19 or any other vaccinations as part of the clinical component of the Program. North Idaho College may inquire, on behalf of Students, potential exemptions that Health Care Facilities/Clinical Sites may accept for purposes of Student's election not to obtain a vaccine, including any religious or medical exemption that may be available. All admitted students must recognize and agree that acceptance of such exemption is left to the sole and absolute discretion of the Health Care Facility/Clinical Site and not the college.

Current Vaccination Requirements: (may be altered by healthcare facilities at any time)

- Measles, Mumps, Rubella (MMR)
- Varicella (Chicken pox)
- Hepatitis B
- Annual influenza
- Tetanus/Diphtheria/Pertussis
- COVID-19

If a student does not wish to become vaccinated then NIC may not be able to find placement in an internal or external clinical site.

Sign acknowledging receipt and understanding of the above information:

Student Signature

Date

Print Name

Acknowledgement of this document is required for admission to Health Professions Programs at North Idaho College. Return this document as requested within the Program application process.

Submit this page.

SPRING 2023 DENTAL HYGIENE PROGRAM APPLICATION OBSERVATION HOUR REQUIREMENT FORM

*Applicant must complete each component listed on the 'Observation Hour Requirement' Form. Minimum of 20.0 hours total must be met among the combined components. Multiple forms can be used if meeting hourly requirements at more than one office/clinic.

DENTAL HYGIENIST OBSERVATIONS:	SIGNATURE	DATE
1. Adult prophylaxis appointment		
2. Child prophylaxis appointment		
3. Periodontal scaling/debridement for a periodontally compromised patient		
4. Exposure of dental images - digital, traditional film or CT scan		
5. Administration of local anesthesia		
6. Sealant application		
7. Infection control procedures in a dental office - Must include the following: operator set up, breakdown, and sterilizing instruments		
DENTIST OBSERVATIONS:	SIGNATURE	DATE
8. Restorative procedure (filling, crown, etc.)		
9. Tooth extraction by dentist or oral surgeon		
CLERICAL OBSERVATIONS:	SIGNATURE	DATE
10. Clerical office work - Must include the following: appointment scheduling, billing procedures, coding, etc.		
ADDITIONAL INFORMATION:	INDICATE RESPONSE: YES or NO	
Applicant called to make an appointment.	YES	NO
Applicant was punctual.	YES	NO
Applicant arrived at office properly attired and groomed.	YES	NO
Applicant displayed a professional demeanor.	YES	NO
Applicant appeared interested in dental hygiene procedures.	YES	NO
Additional comments/impression regarding applicant:		
APPLICANT & HYGIENIST NAMES (Print Below - Must Be Legible):	SIGNATURE (Below)	DATE
Applicant Name:		
Observing Hygienist Name:		
Observing Hygienist Name:		
SUPERVISING DENTIST NAME (Print Below - Must Be Legible):	SIGNATURE (Below)	DATE
Dentist Name:		
Supervising dentist - I certify this applicant observed the above noted procedures in our office/clinic. 'N/A' indicates procedure not observed!		
I also certify this applicant has completed _____ total observation hours in our office/clinic. MUST indicate total hours!		
Office/Clinic Name:		
Office/Clinic Address:		
Office/Clinic Phone:		
Submit this page. *Observation hour requirements can be completed ahead of application cycle dates. Completed form(s) must be submitted with Dental Hygiene application materials by deadline.		

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 program eligibility. Enrollment documentation needs to reflect applicant name, enrolled term and course(s) enrolled. Applicants do not need to complete this form for prerequisite course enrollment at North Idaho College or for prerequisite courses previously completed as these course(s) will be reflected on official transcript records submitted for application to the program.

Student Name _____

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)

Official transcripts for all prerequisite courses not completed at NIC must be received in the Cardinal Central Office by August 4, 2022. 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 August 4, 2022.

Submit this page if applicable.

North Idaho College Dental Hygiene Program Spring 2023 Application Admission Selection Criteria

- A. The Spring 2023 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. Courses must be completed with a grade of C/2.0 GPA or higher to meet application eligibility; however, only courses completed with a C+/2.3 GPA or higher will be eligible for application points. 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. Up to three points will be awarded to each applicant for the clinical observation hours as noted on the **SPRING 2023 DENTAL HYGIENE PROGRAM APPLICATION OBSERVATION HOUR REQUIREMENT FORM** (page 8 of the Dental Hygiene Program Application). Applicants who do not complete the required observation hours and submit appropriate documentation will be considered ineligible for program application.

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North Idaho College Dental Hygiene Program Spring 2023 Application Admission Selection Criteria (continued)

- G. Points may be awarded for active/current DANB exam(s), 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 DANB, 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 may be invited to participate in a mandatory 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. If interviews are conducted, 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.

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Spring 2023 Dental Hygiene Application Points Calculation Sheet

Name _____ Student ID _____

Shaded courses = Minimum prerequisite courses required to apply must be completed by application deadline. Minimum grade of C/2.0 GPA or higher will meet program application eligibility; however, only C+ grade/2.3 GPA or higher will qualify for application points as noted below.

BIOL-207 and PHAR-150 are courses taught as part of the program curriculum; however, these two courses may be completed by the application deadline for purposes of additional application points. Only B grade/3.0 GPA or higher will qualify for application points as noted below.

Prerequisite Courses	Scale	Grade	Points
BACT-250 (General Microbiology)	A = 8 A- = 7 B+ = 6 B = 5 B- = 4 C+ = 3		
BIOL-175 (Human Biology) <u>or</u> BIOL-227 (Human Anatomy and Physiology I)	A = 8 A- = 7 B+ = 6 B = 5 B- = 4 C+ = 3		
CHEM-102 (Essentials of Organic and Biochemistry) <u>or</u> CHEM-105 (General, Organic and Biochemistry)	A = 8 A- = 7 B+ = 6 B = 5 B- = 4 C+ = 3		
GEM MATH-123 (Math in Modern Society) <u>or</u> higher GEM 3 MATH	A = 8 A- = 7 B+ = 6 B = 5 B- = 4 C+ = 3		
COMM-101 (Fundamentals of Oral Communication)	A = 4 A- = 3.5 B+ = 3 B = 2.5 B- = 2 C+ = 1.5		
ENGL-101 (Writing and Rhetoric I)	A = 4 A- = 3.5 B+ = 3 B = 2.5 B- = 2 C+ = 1.5		
PSYC-101 (Introduction to Psychology)	A = 4 A- = 3.5 B+ = 3 B = 2.5 B- = 2 C+ = 1.5		
SOC-101 (Introduction to Sociology)	A = 4 A- = 3.5 B+ = 3 B = 2.5 B- = 2 C+ = 1.5		
BIOL-207 (Concepts in Human Nutrition)	A = 8 A- = 7 B+ = 6 B = 5		
PHAR-150 (Introduction to Pharmacology)	A = 8 A- = 7 B+ = 6 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	
Observation Hour Requirement Form(s) - Appropriate documentation of all required components with a minimum of 20.0 or more total (combined) hours must be submitted to meet application eligibility!	3	
Dental Assistant Certification (active/current DANB exam(s), 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 (if applicable) _____

(Potential Points = 25)

Total Point Calculation _____

(Total Points = 100)

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