Registered Dental Hygienist in Alternative Practice (RDHAP) Course

University of the Pacific School of Dentistry

Frequently Asked Questions

Rev. 01/19/15

Course Overview

The Pacific Center for Special Care is pleased to offer a primarily web-based post graduate program on oral health for people with special needs. This course fulfills the Dental Hygiene Committee of California (DHCC) 150-hour education requirement needed to apply for your Registered Dental Hygienist in Alternative Practice (RDHAP) license in the State of California. The course is offered two times a year, with a spring (February-May) session and a fall (September-December) session. The first and last days of the course are in-person events and take place at University of the Pacific School of Dentistry in San Francisco, California. Specific course information, upcoming dates, etc. can be found on our website by clicking here.

1) What are some important items to consider before registering for the RDHAP course?
   a. Computer requirements: This course is primarily an online course. In order to access the materials, please ensure you have a computer that meets the minimum computer course requirements. The requirements are listed here. If you’d like to ensure that you have all the proper software downloaded to play the course presentations, please test and view the tutorial here.
   b. Licensing:
      i. This course is only one element required to obtain your RDHAP license in the State of California. After completing this course, you then have to apply for your RDHAP license through the Dental Hygiene Committee of California (DHCC). Click here to learn more about the licensing requirements on the DHCC website. Please visit our website here as well for more information. For specific information regarding your ability to become licensed, please contact Lori Hubble at lori.hubble@dca.ca.gov.
      ii. Some students choose NOT to obtain the RDHAP license and pursue this course solely as continuing education. This is entirely acceptable.
2) **Do I have to have a bachelor’s degree to take your RDHAP course?**
   a. A bachelor’s degree (or semester unit equivalent) is not required to take our RDHAP course. However, a Bachelor’s degree or a copy of your educational transcripts demonstrating receipt of 120 semester units is a requirement needed to apply for your RDHAP license through the Dental Hygiene Committee of California. To review the full list of requirements to receive your license, please visit the DHCC’s webpage section for RDHAPs [here](#) or download the Dental Hygiene Committee of California’s RDHAP Checklist (PDF) [here](#). For specific information regarding your ability to become licensed, please contact Lori Hubble at lori.hubble@dca.ca.gov.

3) **Do I have to obtain my B.S. or semester unit equivalency within a certain time frame of the course to be eligible to obtain my RDHAP license?**
   a. No, you can take the RDHAP course now and complete your educational requirements (B.S. degree or 120 semester units) at a later date. There is no time frame in which you need to complete your B.S. degree or 120 semester unit equivalency.

4) **How do I register for the RDHAP course?**
   a. To register for the RDHAP course, please visit University of the Pacific’s Registered Dental Hygienist in Alternative Practice (RDHAP) website by clicking [here](#). Please navigate to the webpage section called *How to Apply* and click on the *Apply Online Here* link.
   b. Complete the entire application form. Click *Finish* on the final registration page (if you do not click *Finish*, your application will not be submitted).
   c. Click on the payment link on the final page of the registration form to submit your $200 non-refundable course application fee.
   d. Upon completion of your online application and payment submission, you will receive a payment receipt and a registration confirmation notice via email. If you believe you’ve registered but not received these emails, please email Pacific Center at pc_events@pacific.edu.

5) **When will I be notified of my course acceptance?**
   a. Once Pacific has received both your completed application form and $200 application fee, we will notify you within 1-3 weeks via email of your course acceptance. If you have not heard from us within 3 weeks, please email us at pc_events@pacific.edu.
6) How often is the RHDAP course offered?
   a. The RHDAP course is offered two times annually. The first session takes place is the spring and usually runs from February-May. The second session takes place in the fall, and spans from September-December.

7) Is the Pacific RHDAP course an online course or an in-person course?
   a. The RDHAP course contains both in-person and online elements. Each course includes two mandatory in-person days at University of the Pacific School of Dentistry in San Francisco, California. These in-person dates take place at the beginning and the end of each session. The in-person session typically take place on Fridays from 8:30AM-5:00PM. The rest of the course consists of online education. The next session start and end dates are available on the course website by clicking here.

8) Will I get my RHDAP license at the end of this RHDAP course?
   a. At the end of Pacific's RHDAP course, you will receive a certification of completion of Pacific’s RHDAP course. However, in order to obtain your RHDAP license you must submit an application to the Dental Hygiene Committee of California (DHCC) to obtain your RHDAP license in the State of California (see question #9 regarding further licensing details). The course is a required element of the RHDAP application process.

   To review the full list of requirements, please visit the DHCC’s webpage section for RDHAP’s here or download the Dental Hygiene Committee of California’s RHDAP Checklist (PDF) here. For specific information regarding your ability to become licensed, please contact Lori Hubble at lori.hubble@dca.ca.gov.

9) How do I get my RHDAP license?
   a. In order to apply for your RHDAP license in the State of California, you must have and/or complete the following:
      i. RDHAP application and fee (located here)
      ii. Documentation of a current and active RDH license
      iii. Documentation of possessing of a Bachelor’s of Science (B.S.) degree or transcripts demonstrating equivalency of 120 semester units
      iv. Documentation of completion of an approved education RHDAP program (this course)
v. Documentation of engagement in clinical practice as a dental hygienist for a minimum of 2,000 hours during the immediately preceding 36 months (in California or another state)

vi. Pass a written examination in California Law and Ethics (separate from this course)

To review the full list of requirements, please visit the DHCC’s webpage section for RDHAP’s [here](#) or download the Dental Hygiene Committee of California’s RDHAP Checklist (PDF) [here](#). For specific information regarding your ability to become licensed, please contact Lori Hubble at [lori.hubble@dca.ca.gov](mailto:lori.hubble@dca.ca.gov).

10) **How much does the course cost?**
   a. The total cost for the course is $3,975. The program fee schedule and general due dates are below:

<table>
<thead>
<tr>
<th>Fee Type</th>
<th>Amount</th>
<th>Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee (non-refundable)</td>
<td>$200</td>
<td>Time of application</td>
</tr>
<tr>
<td>Confirmation Fee *</td>
<td>$1,000</td>
<td>1 week after course acceptance</td>
</tr>
<tr>
<td>Remainder Tuition Fee*</td>
<td>$2,775</td>
<td>1 month after confirmation fee</td>
</tr>
<tr>
<td><strong>TOTAL COURSE FEES</strong></td>
<td>$3975</td>
<td>Prior to session start date</td>
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</tbody>
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*Once accepted, you also have the option of paying the confirmation and remainder tuition fee at one time, which totals $3,775.

11) **How do I know when and where to submit payments?**
   a. Once you are accepted into the course, you will receive an email with hyperlinks to the payment website. This email will indicate how much you need to pay and when you need to pay it by.

12) **What methods of payment are accepted for the course tuition?**
   a. Credit cards and debit cards are the only accepted methods of payments for this course. If you need to submit a check or other method of payment for a specific reason (your employer is paying for the course on your behalf, etc.), please contact Pacific Center at [pc_events@pacific.edu](mailto:pc_events@pacific.edu) to discuss your financial arrangement prior to registering for the course.
13) How will I know if my payment has been processed?  
   a. Our online payment system (CashNet) will send you an email receipt within 1-2 hours of your payment being processed.

14) Can I pay for the course in installments, or do I need to pay the full amount all at once?  
   a. The total course fees are not due all at once. Please see question #8 above for more information on tuition deadlines and amounts.

15) I’ve registered and can no longer afford to pay the remainder course fees. What do I do?  
   a. Contact Pacific Center at pc_events@pacific.edu to discuss your situation.

16) I’ve begun the course and a personal emergency arises. Can I postpone my course completion? Do I have to pay additional fees?  
   a. Pacific Center understands that situations arise that are out of your control. If this situation arises, please contact Pacific Center at pc_events@pacific.edu as soon as possible to discuss your situation and next steps.

17) Can my employer or other third pay for my RDHAP course fee?  
   Yes, employers or other third parties can pay the course fees on an individual’s behalf. To do this, please have your employer contact Pacific Center directly at pc_events@pacific.edu to discuss your situation.

18) When will I get verification of my continuing education units?  
   a. Once you’ve completed the RDHAP course, you will receive a certificate of completion. If you are planning on applying for your RHDAP license, you will need to submit a photocopy of this certificate to the Dental Hygiene Committee of California (DHCC) along with the RDHAP checklist (please see question #7 for more details).
   b. You will receive a letter via mail from the University of the Pacific’s Continuing Education department within 4-6 weeks of your course graduation date (please note: ALL course elements must be completed satisfactorily in order to be eligible for continuing education units). If you have questions about your CE status, please contact Pacific Center at pc_events@pacific.edu.

19) Are the in-person sessions mandatory?  
   a. Yes, you are required to attend both the first and last in-person sessions in order to complete the course.
20) Can I claim my course fees on my income taxes?
   a. The RDHAP course is defined as a continuing education course. This means that all course payments made are not considered tuition payments and cannot typically be claimed on your tax forms. The University will not be mailing you a 1098-T form (Tuition Verification Form) or any other tax forms.

21) I need to book my travel arrangements for the first and last in-person sessions. Where can I find more information about this?
   a. For more information about hotel recommendations, parking and getting around San Francisco, please visit the University of the Pacific Dental School’ Visitor Information Page here.

22) What time do the First and Last In-Person sessions start and end?
   a. These in-person dates take place at the beginning and the end of each session. This means that you will be required to attend an in-person session in February and May for the spring session, and September and December for a fall session. The in-person session typically take place on Fridays from 8:30AM-5:00PM. The schedule for the next session is located on our website here.

23) How many hours per week do I need to be able to be successful in this course?
   The amount of time each student invests in the program is different. It varies from about 10 –20 hours per week.

24) Where can I find more information about the RDHAP course?
   a. Please visit the University of the Pacific Center for Special Care’s website for the RDHAP course here.

25) I have more questions regarding the specific course. Who can I contact?
   a. For more questions, please contact Pacific Center at pc_events@pacific.edu or call Maureen Harrington, MPH at (415)385-5017. Please introduce yourself in your voicemail or email and allow 1-2 days for us to get back to you.

26) I have more questions regarding licensing requirements and my eligibility to obtain my RDHAP license in the State of California. Who can I contact?
   a. For specific information regarding your ability to become licensed, please contact Lori Hubble at the Dental Hygiene Committee of California (DHCC) at lori.hubble@dca.ca.gov.