

Registered Dental Hygienist in Alternative Practice (RDHAP) Program

University of the Pacific, Arthur A. Dugoni School of Dentistry

Frequently Asked Questions

Course Overview

University of the Pacific, Arthur A. Dugoni School of Dentistry's Division of Continuing Dental Education is pleased to offer an updated Registered Dental Hygienist in Alternative Practice (RDHAP) program led by Elena Francisco, RDHAP, MS. This online course fulfills the Dental Hygiene Board of California's (DHBC) 150-hour education requirement needed to apply for an RDHAP license in the State of California. The course will consist of live, interactive webinars, online modules and a field study, focusing on oral health for people with complex needs. Specific course information, upcoming dates, etc. can be found on our [website](#).

1. **What are some important items to consider before registering for the RDHAP course?**
 - a. **Computer requirements:** This course is an online program. In order to participate in the live, interactive webinars and access the course materials, please ensure you have a computer that meets the minimum computer requirements. If you'd like to ensure your computer meets the minimum requirements and 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 Board of California (DHBC). Click [here](#) to learn more about the licensing requirements on the DHBC website. For specific information regarding your ability to become licensed, please contact Traci Napper at dhbcapplicantsinfo@dca.ca.gov.
 - ii. Some students choose NOT to obtain the RDHAP license and pursue this course solely for 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 of science 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 Board of California. To review the full list of requirements to receive your license, please visit the DHBC's [webpage](#) section for RDHAPs or download the Dental Hygiene Board of California's RDHAP checklist [here](#). For specific information regarding your ability to become licensed, please contact Traci Napper at dhbcapplicantsinfo@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 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 Division of Continuing Dental Education website by clicking [here](#). Click on Courses at the top banner and scroll down to find the next RDHAP course offering and click on Learn More.
- b. Click Register Now on the event page and complete the registration form. If this is your first time registering for a course with the Division of Continuing Dental Education, you will need to create an account first.
- c. Finalize and submit your registration form. Click on the payment link on the final page of the registration form to submit your \$400 non-refundable deposit.
- d. Upon completion of your online application and payment submission, you will receive a confirmation and payment receipt notice via email. If you believe you've registered but did not receive these emails, please check your spam/junk folder or contact cedental@pacific.edu for assistance.

5. When will I be notified of my course acceptance?

- a. Once we receive both your completed application form and \$400 non-refundable deposit, you will receive confirmation of acceptance into the program via email.

6. How often is the RDHAP course offered?

- a. The RDHAP course is offered twice a year. The first session takes place in the spring and the second session starts in the fall.

7. Is the Dugoni School of Dentistry's RDHAP course an online course or an in-person course?

- a. The RDHAP course consists of both online learning and a clinical experience to be conducted in your field study assignment. Each course includes two mandatory live, interactive webinars. Additionally, optional webinars will be scheduled throughout the program to encourage collaboration with your classmates and discussion of various topics in the program. The rest of the course consists of online education through the learning management system Canvas. We also require students to complete a field study of an RDHAP setting of their choice. Students are asked to shadow an RDHAP practitioner and present about their experience.

8. What if I can't attend one of the live, interactive course sessions?

- a. You will be asked to attend the session you missed at the next course. These live, interactive sessions are mandatory and are part of the live, continuing education course credit you will receive.

9. Will I receive my RDHAP license at the end of this RDHAP course?

- a. At the end of the RDHAP program, you will receive a certificate of completion of the RDHAP course from the Dugoni School of Dentistry. However, in order to obtain your RDHAP license you must submit an application to the Dental Hygiene Board of California to obtain your RDHAP license in the State of California (see question #9 regarding further licensing details). The course is a required element of the RDHAP application process.

To review the full list of requirements, please visit the DHBC's webpage section for RDHAP's [here](#) or download the Dental Hygiene Committee of California's RDHAP Checklist [here](#). For

specific information regarding your ability to become licensed, please contact Traci Napper at dhbcapplicantsinfo@dca.ca.gov.

10. How do I get my RDHAP license?

- a. In order to apply for your RDHAP license in the State of California, you must have and/or complete the following:
 - i. RDHAP application and fee (located [here](#))
 - ii. Documentation of current and active RDH license
 - iii. Documentation of possessing of a bachelor of science (B.S.) degree or transcripts demonstrating equivalency of 120 semester units
 - iv. Documentation of completion of an approved education RDHAP 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 through PSI (separate from this course)

11. What is the cost of the RDHAP course?

- a. The total cost for the course is \$3,400. The program fee schedule and general due dates are below:

Fee Type:	Amount:	Due:
Non-refundable deposit	\$400	Time of application
Remainder Tuition Fee*	\$3,000	Two installment, interest-free payment plan available
TOTAL COURSE FEES	\$3,400	Prior to session start date

12. How do I know when and where to submit payments?

- a. If you are enrolled in the interest-free payment plan, you will receive email reminders of how and when to submit payments through Learning Stream, the registration database system.

13. What methods of payment are accepted for the course tuition?

- a. Credit cards, debit cards and checks are accepted as a form of payment. If paying by check, please make check payable to University of the Pacific and reference the RDHAP Program in the memo line.

14. How will I know if my payment has been processed?

- a. If paying by credit card, Cashnet, our payment gateway, will send you an email receipt within 1-2 hours of your payment being processed. You will also receive a payment receipt from Learning Stream, the registration database system.

15. Can I pay for the course in installments, or do I need to pay the full amount all at once?

- a. Interest-free payment plans are available. Total program fee is due upon the start of the program. For more information on the payment plan option, please contact us at cedental@pacific.edu.

16. When will I get verification of my continuing education units?

- a. Once you have 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 Board of California along with the RDHAP checklist (please see question #7 for more details).

17. Can I claim the 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 provide you a 1098-T form (Tuition Verification Form) or any other tax forms.

18. Where can I find more information about the RDHAP course?

- a. Please visit the Division of Continuing Dental Education's website for the RDHAP course [here](#).

19. I have more questions regarding licensing requirements and my eligibility to obtain my RDHAP license in the State of California. Who should I contact?

- a. For specific information regarding your eligibility to become licensed, please Traci Napper at the Dental Hygiene Board of California at dhbcapplicantsinfo@dca.ca.gov.