

2023-
2024



SHP Dental Hygiene Admission Packet

SCHOOL OF HEALTH PROFESSIONS COMMUNITY COLLEGE OF
BALTIMORE COUNTY DUNDALK CAMPUS

WWW.CCBCMD.EDU/SHP

Dental Hygiene

Welcome

On behalf of the School of Health Professions, welcome to the application process for the Dental Hygiene program. Please carefully review the information contained within this guide to ensure you have completed all steps required for admissions consideration.

I wish you success with the application process.

Sincerely,

Brionna Burris, RDH, MPA
Program Director

Program Description

Thank you for your interest in the Dental Hygiene Program at The Community College of Baltimore County. At the completion of this program, you will be prepared for Regional and State licensing examinations and the National Dental Hygiene Board Examination. Dental hygienists are employed in a variety of settings such as private practice, community health agencies, and health maintenance organizations. The dental hygienist may also function in the roles of educator, consumer advocate, administrator/manager and researcher.

The CCBC Dental Hygiene Program has begun using the ADEA DHCAS to accept applications to the program. Students applying for the Dental Hygiene Program must complete the admission process and be accepted to the college. Acceptance to the college does not constitute admission to the dental hygiene program. The information found in this packet includes a technical standards document and a clinical dental hygiene observation form. **Please read these materials carefully.** To make sure the admission process runs smoothly, follow the steps outlined, making sure you complete all requirements as stated. Please note that admission requirements and the selection process are subject to change.

The Dental Hygiene program has a limited enrollment capacity. Limited enrollment lends itself to a competitive student selection. All applicants must meet the minimum requirements for consideration. The selection of students is based on a point system. For your information only, the Dental Hygiene Ranking Criteria Sheet used by the selection committee to assign points to rank the applicants is included in this packet. Students not accepted into the Dental Hygiene Program at this time who wish to be considered for another cohort must reapply.

The program demands may pose unique personal as well as academic challenges. It is common for students to have multiple responsibilities in addition to attending college classes. Success in this program takes a firm commitment, but the Dental Hygiene faculty will be here to help you succeed. Thank you again for your interest and best wishes in the pursuit of your educational journey.

Application to the School of Health Professions (SHP) is a separate and competitive process from admission to CCBC. CCBC uses an outside vendor to manage the applications in the School of Health Professions Central Application Service (SHP CAS). The SHP CAS and CCBC are separate systems and do not share information. You must submit two applications and sets of transcripts, one to CCBC and one to SHP CAS. Send inquiries to shpseat@ccbcmd.edu.

Accreditation

This program is accredited by the Commission on Dental Accreditation and has been granted the accreditation status of “Approval without reporting requirements.”

Application Deadline

Opens November 1st and closes on April 15th for a Fall start

Supplemental application closes on April 30th

Required Entry Exam

Complete the ATI TEAS exam by April 1st with the below required minimum scores. If you do not participate in the ATI TEAS exam, your application will not be evaluated. You should register for the Allied Health or Nursing TEAS exam. The Dental Hygiene program will use the TEAS exam scores completed within 2 years of the TEAS exam deadline for admission purposes.

- Dental Hygiene requires a 70% or higher Adjusted Individual Total Score on the ATI TEAS.
- Additional information for the TEAS can be found on the [School of Health Professions Admissions Office site](#)

Important Dates

Deadlines	Open	Closed
ATI TEAS Deadline		April 1 st
SHP Program Application Deadline	November 1 st	April 15 th

Deadlines	Open	Closed
Supplemental Application Deadline	January	April 30 th

Required Coursework

All listed courses must be completed prior the April 15th application deadline with a grade of “C” or better.

- BIOL 109, Human Anatomy & Physiology*
- BIOL 230, General Microbiology* (*note that this course has a prerequisite of BIOL 110*)
- CHEM 107, Fundamentals of Chemistry*
- ENGL 101, College Composition I
- PSYC 105, Multicultural Psychology

*The science courses listed above must have been completed within 5 years of the date when the student begins the program.

Additional Coursework

The below courses are not required by the application deadline however, if completed by the deadline, will contribute to admission consideration. These courses are required for the degree in Dental Hygiene. A grade of “C” or better is required.

- SOCL 101, Introduction to Sociology
- CMNS 101, Fundamentals of Communications
- MATH elective 3-4 credits (MATH 153 is recommended)

Admission Criteria

Required:

- Supplemental application before April 30th completed with \$20 non-refundable fee
- Prerequisites as stated above completed by application deadline
- GPA of 2.50 or higher calculated using Program Prerequisites
- Overall GPA on courses completed at CCBC must be at least 2.00
- Successful completion of the ATI TEAS exam by TEAS deadline of April 1st
- 16 hours of dental hygiene observation of a Registered Dental Hygienist due by application deadline (observing anyone other than the RDH will rule your application ineligible for admission consideration).
- Prior to application review, official transcripts from all colleges (except CCBC) must be evaluated by the CCBC Registrar's Office for transfer of credit. Only courses that transfer into CCBC will be considered for admission. Review the “How to submit your final transcript” section of the Apply Now webpage at: <https://www.ccbcmd.edu/Get->

[Started/Take-classes/Take-a-credit-class/Transfer-to-CCBC-from-another-college.aspx](#). It is strongly recommended that SHP applicants speak specifically with a Health Professions Pathways Advisor early in the application process to review courses required for admission and graduation.

Recommended:

- Three electronic references due by application deadline
- Signed Technical Standards Form due by application deadline
- Watch “A Day in the Life” at https://www.youtube.com/watch?v=IQag_hM26KI&t=1s

All additional materials must be submitted through your application on the ADEA DHCAS by the deadline, including copies of all external transcripts, evaluations of international transcripts, electronic evaluations, observation form, etc.

CLEP scores and AP scores official transcripts **MUST** be sent directly only to the SHP Admissions office on the Essex campus to avoid delays. Do not send them to ADEA DHCAS.

Individual materials submitted outside of ADEA DHCAS will not be accepted (except CLEP and AP scores). Be aware that as you transfer from school to school, your credits transfer, but not your grades. You must submit the official transcript from every institution.

Transfer of Credit

Beginning with the Fall 2023 semester, CCBC updated its general education transfer process following the MD Transfer with Success Act. DegreeWorks is displaying transfer courses according to the new rules. Students admitted into a selective admission, SHP program for the 2023-2024 catalog year will be grandfathered with the previous policy and not required to take requirements previously met by transferred courses. Students who are admitted into a selective admissions program in Fall 2024 or later must take courses as listed in the CCBC catalog and their DegreeWorks audit.

Dental Assisting to Dental Hygiene

Dental Assistants (DA) that have successfully completed the CCBC Dental Assisting Program are eligible to apply for admission into the Dental Hygiene Program. Dental Assisting to Dental Hygiene applicants must submit the attached form verifying that they have completed the DA program successfully within the 5 years prior to the DH program start. DA applicants must complete all other admission requirements for admission consideration.

DENTPIN

Within the DH CAS application you will find a section entitled DENTPIN. A DENTPIN is a Dental Personal Identifier Number used by various educational testing programs. Use the link in

the application to obtain a DENTPIN (if you do not already have one). Fill in the blank space in your application with your DENTPIN.

SAVE THE NUMBER in your records for use when you complete your National Board Dental Hygiene Exam or any other exam requiring a DENTPIN.

Steps for Application

1. [Apply](http://www.cbcmd.edu/apply) for admission to CCBC at <http://www.cbcmd.edu/apply>.
2. Participate in assessment testing, if necessary.
3. Complete prerequisite courses as necessary.
4. Complete ATI TEAS testing by deadline.
5. Once you have your CCBC Student ID number, log into <https://dhcas.liasoncas.com/applicant-ux/#/login> and apply to the **CCBC SHP Dental Hygiene** program by the application deadline. The **non-refundable** \$50 application fee is due at time of submission.
 - a. You can review the videos found in the application for assistance.
 - b. You can review the YouTube video for application assistance at <https://www.youtube.com/channel/UCGjjlbh2aheqelcxERFZ99w>.
6. It is the sole responsibility of the student to ensure that all documents have been received or uploaded into the ADEA DHCAS by the April 15th deadline.
7. Applicants will receive an **email** inviting them to complete the **CCBC DH Supplemental application** after their program application has been verified. Instructions will be in the email. The CCBC Supplemental application along with the **\$20 non-refundable fee is due by April 30th**. Applicants who do not complete the supplemental application by the April 30th deadline will not be considered further for admission.
8. Your application status updates are found in your ADEA DHCAS application in the top tab entitled CHECK STATUS. Admission Decisions are emailed to the address used in your application.
9. **Use this link to better understand and prepare to use ADEA DHCAS**
<http://www.adea.org/DHCASapp/Prepare-to-Apply.aspx>

TRANSCRIPTS

1. Official transcripts from ALL U.S. colleges/universities attended by the applicant, are required to be submitted to the ADEA DHCAS **AND** to CCBC preferably 4-6 weeks prior to the admission deadline.
 - a. ADEA DHCAS Transcript Processing Center
 - i. All official U.S. College transcripts, AP scores, CLEP score and/or international college transcript evaluations, **including CCBC**, are required to

be sent to the ADEA DHCAS Transcript Processing Center. Hard copies (paper copies) must be sent along with the Transcript Matching Form for each transcript (found in the second quadrant of your ADEA DHCAS application) to the below address. Alternatively, you may choose to send an electronic transcript (if your school offers it) for faster processing. You may find us as ADEA DHCAS.

ADEA DHCAS Transcript Processing Center

P.O. Box 9129

Watertown, MA 02471

- b. CCBC Enrollment Services Center, Baltimore, MD
 - i. Additionally, ALL official U.S. College transcripts AP scores, CLEP score and/or international college transcript evaluations, **not including CCBC, must be sent to the CCBC Enrollment Services Center.** Directions can be found using this URL www.ccbc.edu/Get-Started/Take-classes/Take-a-credit-class/Transfer-to-CCBC-from-another-college.aspx.
2. All applicants are responsible for checking to see that their official transcripts have been received in the appropriate locations.
 - a. ADEA DHCAS – log into your applications and select the Check Status tab in the upper right corner. If you have a concern, select the blue question mark at the top of your application and follow the prompts.
 - b. CCBC Enrollment Services – Log into your SIMON account to determine if your transcripts have been received and to review your transfer of credit.
 - c. Applications missing transcripts will not be considered for admission.

Admission Response

Admissions decisions are emailed to applicants approximately 6 to 8 weeks after the application deadline. Please refrain from contacting the Dental Hygiene Program as this process is not handled by that department.

Post Admission

Applicants who are admitted into the Dental Hygiene program must be prepared to provide the following prior to the fall semester. Further information is provided at the Dental Hygiene Program orientation by the Program Director.

- Provide proof of current CPR certification at the Healthcare Provider Level. If you need information about CPR courses, go to <https://cpr.heart.org/en/courses/basic-life-support-course-options>
- Proof of a recent physical examination with current immunizations

- Proof of current health insurance
- Purchase professional liability insurance (Info provided at orientation)

Who to Contact

Academic Advising – Advising is available at all campuses and extension centers. Please ask to speak with a **Health Professions Pathways Advisor** only. For the Dundalk campus call 443-840-3816 or visit the Student Services Center room 102. Additional information for all sites can be found by calling 443-840-2222 or online at the [CCBC Academic Advisement Office](#).

Program Director – Tonya Beatty email at tbeatty2@ccbcmd.edu.

School of Health Professions Office of Admissions at 443-840-1989 or email at shpseat@ccbcmd.edu

Technical Standards

In compliance with the 1990 Americans with Disabilities Act, the following standards have been established. According to the nature of the work required in dental hygiene practice and the educational requirements of the dental hygiene curriculum, the student must be able to meet the following and or with accommodations:

Standard	Examples of Necessary Behaviors (not all inclusive)
Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, physical, medical, and intellectual backgrounds.	Establish rapport with clients, families and colleagues.
Communication abilities sufficient for interaction with others in verbal and written form.	Collect assessment data. Explain treatment procedures. Initiate health teaching. Document and interpret dental hygiene actions and client and family responses. Document assessment findings and treatment rendered.
Critical thinking ability sufficient for clinical judgment.	Identify cause and effect relationship in clinical situations. Develop dental hygiene care plans. Assimilate knowledge from lecture, laboratory and clinical arenas. Utilize basic mathematical skills.
Physical abilities sufficient to move around rooms in the dental environment, maneuver in small spaces, and reach needed equipment.	Move around clinical operatories, dark room, sterilization room, and other treatment areas. Position chairside in close proximity to client. Administer CPR and BLS procedures. Reach radiographic equipment which is approximately 5-6' off floor. Transfer clients from wheel chairs to dental chairs and back.
Gross and fine motor abilities sufficient to provide safe and effective dental hygiene care.	Move, calibrate, use equipment and supplies including sharp instruments. Use ancillary aids chairside – mannequins, small equipment, etc.
Auditory ability sufficient to monitor and assess health needs.	Hears clients' cries of distress, and sound of instruments being properly utilized, sound of slow speed hand piece and ultrasonic scaler, and monitor vital signs.
Visual ability sufficient for physical assessment, performance of dental hygiene procedures and maintenance of environmental safety.	Observes client responses such as skin color and facial expression. Notes gingival description and pocket depths (read probe) – healthy vs. disease state including color changes. Monitors vital signs. Evaluates radiographs for technical quality including density, contrast and distortion. Reads records. Note color changes in dental materials which indicate reactions occurring.
Tactile ability sufficient for assessment and performance of dental hygiene procedures.	Perform palpation techniques (EO/IO exam), functions of a dental hygiene exam and/or those related to therapeutic intervention, e.g. scaling, root planning and deposit assessment.

Declaration - I have read and understand the technical standards required for Dental Hygiene. I hereby declare that I am able to meet the above-listed essential technical standards. *BE SURE TO SUBMIT WITH APPLICATION.*

Name of Applicant (Print or type)

Signature of Witness/Date

Signature of Applicant

Date

Ranking Criteria Point System

The program has a competitive acceptance process due to limited space and high enrollment. To keep the process of acceptance into our program as objective as possible, selection is made on a predetermined point system. All requirements and selection criteria are subject to change on a yearly basis. DO NOT SUBMIT THIS FORM. This is for the applicant use only.

1. **Required Courses** _____ /50 Possible Points

10 Points for Each Course Completed with C or better as of April 15th

- ✓ BIOL 109, Human Anatomy & Physiology
- ✓ BIOL 230, General Microbiology
- ✓ CHEM 107, Fundamentals of Chemistry
- ✓ ENGL 101, College Composition I
- ✓ PSYC 105, Multicultural Psychology

2. **Additional Education Requirements** _____ /15 Possible Points

5 Points for Each Course Completed with C or better as of April 15th

- ✓ SOCL 101, Introduction to Sociology
- ✓ CMNS 101, Fundamentals of Communications
- ✓ MATH Elective

3. **Overall College GPA** _____ /10 Possible Points

(Courses Required for Dental Hygiene Program)

4.00 – 3.80 = 10	2.99 – 2.80 = 5
3.79 – 3.60 = 9	2.79 – 2.60 = 4
3.59 – 3.40 = 8	2.59 – 2.40 = 3
3.39 – 3.20 = 7	2.39 – 2.20 = 2
3.19 – 3.00 = 6	2.19 – 2.00 = 1

4. **Overall Science GPA** _____ /20 Possible Points

(Science Courses Required for Dental Hygiene Program)

4.00 – 3.80 = 20	2.99 – 2.80 = 10
3.79 – 3.60 = 18	2.79 – 2.60 = 8
3.59 – 3.40 = 16	2.59 – 2.40 = 6

$$3.39 - 3.20 = 14 \qquad 2.39 - 2.20 = 4$$

$$3.19 - 3.00 = 12 \qquad 2.19 - 2.00 = 2$$

5. Test of Essential Academic Skills (ATI TEAS) _____/20 Possible Points

- Exam must be completed by April 1st.
- Composite/Overall score: 70%

_____/115 Total Points

POSSIBLE POINT ADDITIONS

Additional points will be awarded if the following are completed and documentation provided by the April 15th application deadline.

- | | |
|---------------------------------------|--------------------------|
| 6. Technical Standards Documentation | _____/8 Possible Points |
| 7. Observation Hours Documentation | _____/2 Possible Points |
| 8. Letter of Recommendation | _____/3 Possible Points |
| 9. CCBC Student with ≥ 8 credits | _____/8 Possible Points |
| 10. Dental Assisting from CCBC (5yrs) | _____/8 Possible Points |
| 11. Previous Year Wait-listed | _____/10 Possible Points |
-

POSSIBLE POINT DEDUCTIONS

- | | |
|---|-----------------------|
| 1. Science Repeats due to grade below "C" = | |
| 3 Points deducted for each repeated course | _____/Possible Points |
| 2. Dismissal from Dental Hygiene Program = | |
| 20 points deducted | _____/Possible Points |
-

_____/154 TOTAL
POSSIBLE POINTS



CCBC

The incredible value of education.
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Revised 8/2023

Observation Form

Dear Dental Practitioners:

The Community College of Baltimore County Dental Hygiene Program asks that our prospective dental hygiene students observe 16 hours of dental hygiene related procedures as completed by a Registered Dental Hygienist, so that they may gain an understanding of dental hygiene practices. We express our sincerest gratitude for allowing prospective students to observe you in your workplace. Our goal is that our applicants will be better informed regarding their chosen career path. Please sign in the indicated space below.

Total hours of observation must equal a minimum of 16 hours within the last year prior to application submission. **Note to Applicants:** You must schedule an observation appointment with a dental hygienist in a dental practice or public health facility; thank the dental practitioners for the opportunity to observe them; make sure you wear appropriate attire and be aware of client privacy. **Document your dates, hours of observation, and what kind of procedures you observed on this form.** You can use as many of these forms as you need. ***THIS DOCUMENT IS TO BE SUBMITTED WITH YOUR APPLICATION PACKET BY THE APPLICATION DEADLINE.***

Applicant Name: _____

CCBC ID# _____

Date: _____ *Total number of hours worked:* _____

Observations:

Signature of Registered Dental Hygienist: _____

Printed Name of R. D.H.: _____

Dental Practice Location: _____

Telephone Number: _____

Date: _____ Total number of hours worked: _____

Observations:

Signature of Registered Dental Hygienist: _____

Printed Name of R. D.H.: _____

Dental Practice Location: _____

Telephone Number: _____

Date: _____ Total number of hours worked: _____

Observations:

Signature of Registered Dental Hygienist: _____

Printed Name of R.D.H.: _____

Dental Practice Location: _____

Telephone Number: _____

CCBC Dental Assisting to Dental Hygiene

Verification Form

This document is to be used by CCBC Dental Assisting students who have successfully completed the assistant program and have received their certification within the last 5 years.

The applicant must have the CCBC Dental Assisting Program Director complete this form in its entirety. Once completed, the applicant must upload the form to their CCBC ADEA DHCAS application for competitive admission consideration.

I, the Program Director for the CCBC Dental Assisting program, am hereby verifying that the applicant below successfully completed the Dental Assisting Program at CCBC within the past 5 years.

Date of completion (mm/yyyy): _____

Applicant Name

CCBC ID#

CCBC Dental Assisting Program Director Name (Printed)

CCBC DA PD Phone #

CCBC Dental Assisting Program Director Signature