

Registered Dental Hygienist in Alternative Practice (RDHAP) Virtual Program

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

Frequently Asked Questions

Program 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 Amy Hollis, RDHAP, MS. This virtual program 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 portfolio project, focusing on oral health for people with complex needs. Specific program information, upcoming dates, etc. can be found on our [website](#).

1. What are some important items to consider before registering for the RDHAP program?

- a. **Computer requirements:** This course is a virtual 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. To check that your computer meets the minimum requirements and that you have all the necessary software downloaded to play the course presentations, please visit the computer requirements section of the RDHAP program [website](#).
- b. **Licensing:**
 - i. This course is only one element required to obtain an RDHAP license in the State of California. After completing this program, you then have to apply for an 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 need 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 an RDHAP license through the Dental Hygiene Board of California. To review the full list of requirements to obtain a license, please visit the DHBC's [webpage](#) section for RDHAPs or download the Dental Hygiene Board of California's RDHAP licensure 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 program 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. At this moment, 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 program?

- a. To register for the RDHAP program, please visit the Arthur A. Dugoni School of Dentistry's Division of Continuing Dental Education [website](#). Scroll down to find the next RDHAP program 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 \$500 nonrefundable deposit.
- d. Upon completion of your online application and payment submission, you will receive both 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 acceptance into the program?

- a. Once we receive both your completed application form and \$500 nonrefundable deposit, you will receive confirmation of acceptance into the program via email.

6. How often is the RDHAP program offered?

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

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

- a. The RDHAP program is a virtual course that includes two mandatory live, interactive webinars. Additionally, evening presentations will be scheduled throughout the program to encourage collaboration with your classmates and discussion of various topics in the program. The majority of the course consists of online education through the learning management system Canvas, in addition to a portfolio project.

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

- a. All live webinars are mandatory as they are required for the live continuing education course credit you will receive.

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

- a. At the conclusion of the RDHAP program, you will receive a certificate of completion from the Arthur A. Dugoni School of Dentistry.

Please note that this certificate does not constitute licensure. To obtain an RDHAP license, you must submit a separate application to the Dental Hygiene Board of California (DHBC) for licensure in the State of California. Completion of this program is a required component of the RDHAP application process.

To review the full list of requirements, please visit the DHBC's webpage section for RDHAPs [here](#) or download the Dental Hygiene Committee of California's RDHAP licensure 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 an RDHAP license?

- a. In order to apply for an 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 RDHAP educational 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 program?

- a. The total cost for the course is \$3,495. The program fee schedule and general due dates are below:

Fee Type:	Amount:	Due:
Nonrefundable deposit	\$500	Time of application
Remainder of Program Fee	\$2,995	An interest-free payment plan of 2 installments is available. Final payment is due 2 weeks prior to session date.
TOTAL PROGRAM FEE	\$3,495	

12. What methods of payment are accepted for the program tuition?

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

Mail checks to:

University of the Pacific, Dugoni School of Dentistry
Continuing Dental Education
155 5th Street, 4th floor
San Francisco, CA 94103

13. 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 five minutes of your payment being processed. You will also receive a payment receipt from Learning Stream, our online registration system.

14. 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. The total program fee is due two weeks prior to the start of the program. For more information on the payment plan option, please contact us at cedental@pacific.edu.

15. 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, our online registration system.

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

- a. Once you have completed the RDHAP program, you will receive a certificate of completion. If you are planning on applying for an RDHAP license, you will need to submit a photocopy of the certificate of completion to the Dental Hygiene Board of California, along with the necessary documents on the RDHAP licensure checklist (please see question #9 for more details).

17. Can I claim the program fees on my income taxes?

- a. The RDHAP program is defined as a continuing education course. This means that all program payments made are not considered tuition payments and cannot typically be claimed on your tax forms. The university will not provide you with a 1098-T form (Tuition Verification Form) or any other tax forms.

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

- a. Please visit the Division of Continuing Dental Education's [website](#) for more information about the RDHAP program.

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

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