APPLICATION
Alternative Dental Assisting Program

Select one:
[ ] 60357 - Spring 2018  [ ] 50001 - Fall 2018

Name ________________________________ First Middle Last

Have you previously attended Hudson Valley Community College?
If yes, please list any other names your academic records may be
listed under.
______________________________________________

Date of Birth ________ / ________ / ________
Social Security Number ________ / ______ / ________
Address _____________________________________
City _________________________________________
State ____________________   Zip Code  ______________________
Phone _________________________________
Email _________________________________

I have enclosed:
[ ] High School diploma or its equivalent
[ ] ADAP Agreement

Method of Payment:
[ ] Check (payable to Hudson Valley Community College)
[ ] Mastercard    [ ] Visa    [ ] Discover

Account # _________________________________
Exp. Date ___________    3-digit Security Code _____________
Cardholder’s Name ____________________________________

Return application with payment to:
Hudson Valley Community College
Community and Professional Education
80 Vandenburgh Avenue
Troy, NY 12180
Ph: (518) 629-7339
Fax: (518) 629-8103

Program Instructors

Judy DiLorenzo, RDH, MA
Department Chair, Dental Hygiene
Ms. DiLorenzo earned her dental hygiene degree from the
Forsyth School for Dental Hygienists. She received her B.S. at
Northeastern University and her M.A. at SUNY Empire State
College. She has been the department chair since 2000.

Ann Gallerie, RDA, CDA, AS
Ms. Gallerie is a dental assisting educator at Hudson Valley
Community College and also is the technical assistant for the
college’s Dental Hygiene Department. Ms. Gallerie is a graduate
of the Dental Assisting certificate program at Hudson Valley.
She received her A.S. at Hudson Valley and is a licensed
registered dental assistant (RDA). She also holds her national
certification as a Certified Dental Assistant (CDA) given by the
Dental Assisting National Board (DANB).

Gabriele Hamm, RDA, CDA, CDPMA, AS
Ms. Hamm is the dental assisting coordinator and an educator
at Hudson Valley Community College. Ms. Hamm is a graduate
of the Dental Assisting certificate program at Westchester School
for Paraprofessional Training. She received her A.S. at Hudson
Valley Community College and is a licensed registered dental
assistant (RDA). She also holds her national certification as a
certified dental practice management administrator (CDPMA)
and a certified dental assistant (CDA) given by the Dental
Assisting National Board (DANB).

Refund Program

Students who are being sponsored by a third party to participate
in this course should note that, due to federal privacy regulations,
the college is unable to disclose information regarding a student’s
education to anyone other than the student unless a FERPA
(Family Educational Rights and Privacy Act) form is on file with the
college and the third party sponsor is so named.

Refunds
The following refund policy pertains to this course:
Prior to start of course 100% refund
During first week of class 75% refund
During second week of class 50% refund
During third week of class 25% refund
After third week of class No refund

All requests for a refund must be submitted in writing. All refunds
will be in the form of a check and typically take 14 to 21 days to be
processed. If your registration was paid by a third party, please
include in your refund request who the check should be made
payable to.

Payment and
Refund Program

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**Dental Assistant**

**What is a Dental Assistant?**
The dental assistant is an important member of the dental health care team. The dental assistant is directly involved in patient care, such as reducing patient anxiety; preparing and sterilizing dental instruments; mixing dental materials; and exchanging instruments to the dentist at chairside during procedures. Other duties may include laboratory and office management duties.

The Alternative Dental Assisting Program (ADAP) provides the education and clinical experience required to be eligible for licensure as a registered dental assistant (RDA) in New York State as a certified licensed dental assistant.

**New York State Entrance Requirements**
The ADAP student MUST have a high school diploma or its equivalent and be currently employed as a dental assistant by a New York State licensed dentist who will act as a preceptor for the duration of the ADAP program. 3,500 hours experience is required.

**In order to register:**
- [ ] High School diploma or its equivalent
- [ ] Currently employed as a dental assistant by a New York State licensed dentist who will act as a preceptor for the duration of the ADAP program.
- [ ] ADAP agreement

All required forms can also be found at www.hvcc.edu/communityed/adap.

**Classes are available in both fall and spring semesters.**

**Registration for Spring Session begins Nov. 1, 2017.**
60357 Spring 2018 Session 2/19 - 6/15/18

**Registration for Fall Session begins March 7, 2018.**
50001 Fall 2018 Session 8/27 - 12/7/18

**ADAP Program Review**
The Alternative Dental Assisting Program (ADAP) is a registered program with New York State Education Department. To become a licensed dental assistant, NYS mandates that students take academic courses accepted by NYSED. ADAP is designed specifically for the experienced, unlicensed dental assistant.

**This program includes two parts:**
- Topic information is presented in an online distance learning format. This format includes 15 modules presented in 15 weeks. This course will provide adequate preparation to take the New York Professional Dental Assisting (NYPDA), Radiation Health & Safety (RHS), and Infection Control (ICE) exams. Or a student may sit for the Certified Dental Assistant (CDA) examination. These exams are administered by the Dental Assisting National Board (DANB) to become a New York State Registered Dental Assistant (RDA).

- In addition, students are required to complete 1000 hours of dental assisting work experience that will begin on the first day of class. *Please note these clinical hours will continue after the last day of classes and must be completed within five years of the start of the program.

Students are required to submit Skill Competency Evaluation Forms (SCEF) and an attendance form, and must and receive a grade of 75 or better.

Upon receiving Hudson Valley Community College’s Dental Assistant Certificate of Completion, the graduate must take the DANB exams and submit an application to the NYS Office of Professions to become an RDA.

**Note:** A 27-credit online certificate program is available for students who do not meet the requirements to enroll in the ADAP program. For further information regarding the DAST certificate program, contact the Admissions Office at (518) 629-7309.

**COST: $1,050 + Books, Licensing Exam and Licensing Application Fees**

**Are there any computer requirements?**

You must:
- Meet the computer requirements. You will need access to a computer with an Internet connection that meets certain minimum requirements. To test your system for compatibility go to www.hvcc.edu/check and click on Check System and Browser Requirements.

Please be advised that not all of Blackboard's features and functionalities are supported on mobile devices. You still need access to a computer to take an online course.

- Be able to type on the computer to complete papers, e-mails and online discussions. If you cannot type, we recommend you learn how to type before enrolling in an online course.
- Have proficient reading and writing skills. The majority of communication in online learning courses is done in writing.
- Be comfortable using a word processing program such as Microsoft Word or Word Perfect. You should be familiar with sending e-mail and using basic functions such as “copy” and “paste.”
- Be able to utilize the Hudson Valley Community College WebMail e-mail system for communication with your instructor and class.
- Be able to budget your time and priorities. Online learning courses are NOT self-paced. They follow the semester calendar as far as registration, mid-terms, finals, etc. Homework and other assignments, tests and quizzes are due on a regular basis.

**Continuing Education Units**
Note: A student who successfully completed this course (minimum grade of 75) will receive 5.25 Continuing Education Units.

To access the course you will need a username and password from the college. If you are a new student, these credentials will be generated and sent to the permanent address on file with our office after you enroll in the course. If you have any previous relationship with the college and do not have your credentials (username and password) please contact our office to have your password re-set and information mailed to your permanent address.

PLEASE NOTE: Password re-sets cannot be emailed. They are available in person with a photo ID or can be sent to the permanent address on file. This process takes several days so please do not wait until the last minute to be sure you have your log on information at the start of class.