

INSTRUCTIONS FOR INSTITUTIONS SEEKING APPROVAL OF A NEW EDUCATION PROGRAM FOR REGISTERED DENTAL HYGIENISTS

(Business and Professions Code Section 1941; California Code of Regulations Section 1104.1)

The Dental Hygiene Committee of California (DHCC) is the agency authorized to approve all new educational programs for Registered Dental Hygienists (RDH). Representatives of institutions proposing development of a new RDH educational program are required by law to submit a feasibility study demonstrating a need for a new RDH educational program (Business and Professions Code Section 1941).

§ 1941. Approval of educational programs; Need for new educational program

- (a) The committee shall grant or renew approval of only those educational programs for registered dental hygienist, a registered dental hygienist in alternative practice, or a registered dental hygienist in extended functions that continuously maintain a high quality standard of instruction and, where appropriate, meet the minimum standards set by the Commission on Dental Accreditation of the American Dental Association or an equivalent body, as determined by the committee.
- (b) A new education program for registered dental hygienists shall submit a feasibility study demonstrating a need for a new educational program and shall apply for approval from the committee prior to seeking approval for initial accreditation from the Commission on Dental Accreditation of the American Dental Association or an equivalent body, as determined by the committee. The committee may approve, provisionally approve, or deny approval of any such new educational program.
- (c) For purposes of this section, a new educational program for registered dental hygienists means a program provided by a college or institution of higher education that is accredited by a regional accrediting agency recognized by the United States Department of Education and that has as its primary degree, that is either affiliated with or conducted by a dental school approved by the dental board, or that is accredited to offer college level or college parallel programs by the Commission on Dental Accreditation of the American Dental Association or an equivalent body, as determined by the committee

FEE REQUIRED: A check made payable to the "Dental Hygiene Committee of California or DHCC", must be submitted with the feasibility study. *This fee is non-refundable.* **Payment of the fee does not guarantee DHCC approval.**

The process shall be completed within one year of submission unless an extension is granted by the DHCC. If the one year period expires, the process ends and a new fee shall be required for re-submission.

STEP 1 – Submit a Letter of Intent:

Submit a letter of intent to the DHCC at least one year in advance of the anticipated date for admission of students. The letter shall include:

- Name and address of the institution seeking approval
- Contact information for the person responsible for the feasibility study
- Type of degree granted
- Length of proposed program
- Anticipated enrollment
- Proposed start date

The letter shall be addressed to:

Executive Officer
Dental Hygiene Committee of California
2005 Evergreen Street, Suite 1050
Sacramento, CA 95815

The DHCC shall acknowledge receipt of the letter of intent. Upon receipt of the letter of acknowledgment from the DHCC, the institution shall have up to six (6) months to submit Step 2 - Feasibility Study.

STEP 2 – Submit Feasibility Study:

Submit a feasibility study to the DHCC documenting the need for a new RDH educational program and the ability to develop, implement and sustain an educational program for registered dental hygienists. The feasibility study shall include the following:

A. The feasibility study shall contain a Table of Contents with the following required sections addressed in detail:

- 1) Rationale for Development of New Educational Program
- 2) Structure and Governance
- 3) Facilities and Resources
- 4) Cost-Revenue Projections with detailed 5-year budget
- 5) Students and Student Services

B. Pages in the body of the feasibility study shall be numbered consecutively to facilitate the review.

C. Attachments and appendices shall be tabbed and numbered consecutively.

D. Required Sections:

1) Rationale for the Development of New Educational Program

Provide rationale for development of a new program, including statistical data and other relevant information that addresses:

- a. Regional labor statistics regarding projected need for this type of licensee
 - Provide summary comments and tables as necessary and cite original source of information from the California Employment Development Department – Labor Market Information or an equivalent State or County agency

- b. Potential local/regional industry employment statistics regarding current open positions and projected needs for additional licensees including any workforce shortage areas.
 - Copy of source data used
 - Summary of findings
 - Tabulated results
- c. Description of the characteristics of the population in the community being served by the program including oral health needs
- d. Impact on RDH educational programs within a 100 miles radius of the proposed program by contacting all approved existing educational programs in regard to:
 - Locale, region, or state(s) from which students are drawn
 - Whether there is a "waiting list" or more qualified applicants than admitted annually
 - Length of time it takes licensed graduates to obtain gainful employment (at least 3 days per week) in dental hygiene.
- e. Description of the length of the program, type of degree(s) granted, the intended start date, projected size of the first class, and enrollment projection for the first five years and method for determining the projected enrollment.
- f. Plans for promoting and marketing the proposed program.
- g. Projected timeline for planning and initiating program.

2) Structure and Governance

Description of the institution and the institution's experience providing dental hygiene or other health-related educational programs. The description must include:

- a. Institutional accreditation status and history such as date of initial accreditation, denials, revocations, warnings for the institution and any programs offered by the institution.
- b. History, organizational structure and programs (attach an organization chart).
- c. Geographic area (community) served by the institution and a description of the community and its population
- d. Institution's strategic plan
- e. Type of dental hygiene or other health-related programs including: number of students currently enrolled and graduates by program type; passage rate on any required certification or licensing examination for the past five years (as applicable); and status of the program with any state, regional, or federal agency
- f. If the educational program does not have a dental hygiene education program or other health-related programs, provide a statement related to the processes and resources it shall utilize to start and sustain a registered dental hygiene education program.

3) Facilities and Resources

Describe physical location of proposed program.

- a. Describe space committed to the program and provide copies of floor plans to include faculty and staff offices, classrooms, laboratories, clinical facilities, and storage areas.
- b. Provide status report on construction or renovation of physical facilities.
- c. List educational resources, equipment, supplies purchased or to be purchased for the program.

4) Cost-Revenue Projections

Start-up Budget and Funding Sources

- a. Local, state, and federal support
- b. Projected student fees
- c. Grant support
- d. Support from other entities such as funding from corporate, private industry, professional associations, donations
- e. Projected clinic revenue

Include a 5-year capital and operational line item budget that includes projected costs for proposed program which includes:

- I. Capital Expenditures
 - A. Facilities (for example):
 1. Clinic
 2. Laboratory
 3. Locker Room
 4. Reception Room
 5. Faculty & staff offices
 6. Other (specify)
 - B. Equipment (for example):
 1. Dental Units
 2. Radiography (unit,
 3. Laboratory
 4. Instructional equipment
 5. Other (specify)
- II. Non-capital Expenditures
 - A. Instructional materials, e.g., slides, films
 - B. Clinic supplies
 - C. Laboratory supplies
 - D. Office supplies
 - E. Program library collection
 1. Institutional
 2. Departmental
 - F. Equipment maintenance and replacement
 - G. Other (specify)
- III. Faculty
 - A. Salaries
 - B. Benefits
 - C. Professional Development
 - D. Travel for Student Supervision
 - E. Other (specify)
- IV. Staff
 - A. Secretarial Support
 - B. Clinic Support Staff
 - C. Other (specify)
- V. Other Categories, if any (specify)

5) Students and Student Services

Admission and progression criteria:

- a. Admission criteria
 - Institutional policies
 - Educational program selection policies
- b. Progression and graduation criteria:
 - Institutional criteria for progression and graduation
 - Educational program's criteria for progression and graduation, including grading policies

Student policies:

- a. Provisions for student health and housing
- b. Provisions for counseling and guidance
- c. Financial aid policies, scholarship and grant opportunities
- d. Appeals Provisions

The Educational Program shall submit two hard copies and one electronic copy in pdf format to:

Executive Officer
Dental Hygiene Committee of California
2005 Evergreen Street, Suite 1050
Sacramento, CA 95815

STEP 3 – Review of Feasibility Study

It is the responsibility of the proposed RDH educational program to have staff or a consultant(s) who possess the requisite knowledge and expertise to complete a feasibility study that conforms to the requirements specified in these instructions. Upon submission of the feasibility study, DHCC staff shall review the study and, if necessary, seek clarification of any areas in question.

- If DHCC staff determines the feasibility study is complete and complies with requirements specified in these Instructions, DHCC staff shall submit the feasibility study to the DHCC - Education Subcommittee (ES) for review and a recommendation shall be forwarded to the full Committee (Step 4).
- If the feasibility study is incomplete, the educational program shall be notified in writing by DHCC staff of any deficiencies and a deadline for submission of a revised feasibility study.
- If DHCC staff determines the revised feasibility study is complete, it shall be forwarded to its ES.
- If staff deems the revised feasibility study incomplete, it shall be returned to the program with a written notice of the deficiencies, and shall not be forwarded to its ES.
- If the revised feasibility study is returned because it is incomplete and the educational program still wishes to seek approval, the educational program must restart at Step 1. The letter of intent must include a statement summarizing the DHCC reason(s) for not accepting the prior revised feasibility study and subsequent corrective action the educational program has taken.

STEP 4 – Education Subcommittee (ES) Recommendation on the Feasibility Study

When the feasibility study is complete, it shall be submitted to the ES for discussion and action at a regularly scheduled meeting. The meeting is open to the public, and there are opportunities for public comment. The DHCC staff shall notify the educational program of the ES meeting date at which the ES shall discuss and may make a recommendation on the take action on the feasibility study. A representative of the program shall be invited to the ES meeting to respond to any questions or concerns. The ES shall recommend to the Committee the acceptance or non-acceptance of the feasibility study, or may defer action on the study to permit the institution time to provide additional information at a subsequent ES meeting. If the ES defers action, the educational program shall be notified in writing within ten (10) days of the deferred action, reason(s) for the deferral, and the date for submission of any additional information and/or documents. The ES considers the following criteria in determining its recommendation to the full Committee:

- Evidence of a need for a new RDH educational program
- Evidence of ability to initiate and maintain a RDH educational program in compliance with all applicable Committee laws and regulations.
- Evidence of initial and sustainable budgetary provisions for the educational program.

STEP 5 - DHCC Action on the Feasibility Study

The ES recommendation on the feasibility study shall be submitted to the full Committee for discussion and action at a regularly scheduled DHCC meeting. All DHCC meetings are open to the public with opportunities for public comment. The DHCC shall approve, or deny the study.

The following action shall be taken:

- Within ten (10) days after the Committee decision on the feasibility study, the DHCC staff shall notify the educational program in writing of its decision.
- If the feasibility study is denied, the notice shall include the basis for its decision.
- If the feasibility study is approved, the educational program may apply for initial accreditation from the Commission on Dental Accreditation of the American Dental Association or an approved, equivalent accrediting body.

STEP 6 - Self-Study Report and Site Visit

Upon DHCC approval of the feasibility study, the educational program shall prepare the Commission on Dental Accreditation of the American Dental Association self-study for the proposed program. At least twelve (12) months prior to the projected date of student enrollment the program must submit to the DHCC the self-study that delineates how the proposed program plans to comply with accreditation standards.

The DHCC staff shall review the report and notify the program director of any deficiencies, issues, or concerns with the self-study. Once the DHCC staff has verified the self-study addresses the applicable standards and regulations, an on-site visit shall be scheduled. The DHCC staff shall visit selected clinical sites the program plans to use as part of the on-site visit. The DHCC staff shall complete a written report of the findings. This report shall be submitted to the ES for action and recommendation to the full Committee.

STEP 7 – Education Subcommittee (ES) and Full Committee Actions

The ES recommendation on the self-study and site visit shall be submitted for full Committee discussion and action at a regularly scheduled DHCC Committee meeting. The full Committee may approve, provisionally approve or deny the new educational program. If provisionally approved, the full Committee may defer action on program approval with an opportunity for the educational program to provide additional information.

The following action shall be taken:

- Within ten (10) days after the Committee decision on the program, the DHCC shall notify the educational program in writing of its decision.
- If the program is denied, the notice shall include the basis for its decision. The program may request an informal conference as specified in 1104.2.
- If the program is provisionally approved, the notice shall specify what additional information and documents are needed from the program and a due date requested for submission of the materials. The revisions shall be considered at a regularly scheduled ES and DHCC full Committee meeting after the due date for submission of materials. If the educational program is not granted approval, the DHCC shall notify the program in writing within ten (10) days; the notice shall include the basis for the Committee's decision.
- A denied program shall restart with Step 1 of the approval process. The Letter of Intent must include a statement summarizing the Committee's reason(s) for not accepting the prior submissions and subsequent corrective action the educational program has taken.

A material misrepresentation of fact by a new educational program in any information required to be submitted to the Committee is grounds for denial of approval.