

# Lake Land College

# Dental Hygiene Program

## Application Checklist

To be considered for the Dental Hygiene Program, you must fill out and submit your intent online from August 1<sup>st</sup>-March 1<sup>st</sup>.

<https://www.lakelandcollege.edu/dental-hygiene-clinic/dental-hygiene-intent/>

And follow all directions in this application packet with documents due by March 1.

Students will be notified by mid-April if they were accepted into the Dental Hygiene Program or were not accepted into the Dental Hygiene Program.

### Important Contacts

**Beth Hartrich, Director of Dental Hygiene/Dental Hygiene Instructor**  
North West Building, Room #021; (217) 234-5205  
ehartrich@lakelandcollege.edu

**Ashley Homann, Dental Hygiene Administrative Assistant**  
North West Building, Room #023; (217) 234-5201  
ahomann4557@lakelandcollege.edu

**Krista Burrell, Academic Counselor**  
Luther Student Center, Room #434; (217) 234-5042  
kburrell@lakelandcollege.edu

**Complete and follow ALL directions DUE March 1<sup>st</sup> of the application year.**

1. [Apply](#) to Lake Land College
  - First Create a Laker Profile and then submit the Application.
    - Select "AAS. DH. TRK" as the academic program. This will ensure the student is assigned a dental hygiene academic advisor. It will also generate a Laker email account; prospective students are expected to check this email account on a regular basis for Dental Hygiene Department correspondence.
    - Application and acceptance into Lake Land College does not automatically guarantee you admission into the dental hygiene program.
2. Send an official copy of all of your transcripts to Lake Land College Admissions & Records, 5001 Lake Land Blvd., Mattoon, IL 61938. These transcripts can be electronic. Request transcripts that apply to you: high school transcripts with graduation date, GED transcript, and any college transcripts. For transfer students transferring credits from other colleges, you must fill out a "[Transcript Evaluation](#)" request for "AAS. DH. TRK" from Admissions & Records Office to ensure courses that may qualify you are evaluated.
  - Call (217) 234-5434.
  - [admissions@lakelandcollege.edu](mailto:admissions@lakelandcollege.edu)
3. Submit your ACT/SAT scores online through the ACT and SAT websites and/or take the college ACCUPLACER's Assessment Placement Test.
  - ACT - <https://www.act.org/content/act/en/products-and-services/the-act/scores/sending-your-scores.html>
  - SAT - <https://collegereadiness.collegeboard.org/sat/scores/sending-scores>
  - Complete Lake Lands ACCUPLACER's assessment test.
    - i. The placement test consists of math, reading and English. Exemption from the reading requirement may be obtained if you have earned 30 hours of college coursework in good standing from a regionally accredited college or university. To obtain this waiver, you must have an official transcript sent to Admissions and Records. Also, students can also be exempt from the English test if they have already taken Comp I with a C or better in college and send their official transcript. Call or email the Tutoring and Testing Center at (217) 234-5301 to schedule.
4. Apply for financial aid by completing the FAFSA if applicable.
  - a. It is required that all students complete a FAFSA for the purposes of grants or loans. Lake Land College's code is 007644.
  - b. Call (217) 234-5217
  - c. [financialaid@lakelandcollege.edu](mailto:financialaid@lakelandcollege.edu)

## 5. Apply for the Dental Hygiene Program

- Students must complete this Dental Hygiene application and meet specific criteria to be admitted to the program.
- The program intent is available online at the Lake Land College website below (Aug 1-March 1). Receipt of this intent will prompt the dental hygiene department to start a file and correspondence will begin.
- Link to intent: <https://www.lakelandcollege.edu/dental-hygiene-clinic/dental-hygiene-intent/>
- Send a **HARD** copy of all college transcripts to the Dental Hygiene Program at Lake Land College. We encourage you to send those along with the rest of the required paperwork for your application. If your coursework is from Lake Land College, you do not need to send hard copies. We can look this information up in our records system.
- Look over the following Admissions Rubric (next page p. 5)
- Send in hard copy of Dental Assisting certification and/or letter from dentist/employer for 5 pts on admissions rubric  
OR
- Send in hard copy of documentation of a health occupations dental rotation OR letter from dental office stating job shadow experience for 2 pts on admissions rubric
- Send in a **HARD** copy of essay question/answer (see page 6 on directions for essay question). Be sure to sign and date this essay with blue or black ink at the end of this essay confirming that you wrote the essay and it is not plagiarized.
- Read through the Program Essential Functions (see page 7 and be sure you can meet and do those functions)
- Read the Bloodborne Pathogens Policy (page 8). If you do get accepted into the program, you will be around Bloodborne Pathogens and could possibly have exposure to these. Vaccinations are **HIGHLY** recommended, especially Hep B.

**PLEASE NOTE:** Being admitted into the program does not guarantee you will get a dental hygiene license (RDH). A RDH license for Illinois is issued by the Illinois Department of Professional Regulation. There are some conditions for which this department may refuse to issue a license (ex: felony conviction). Licensure in other states vary: see specific requirements for that state. After acceptance and prior to official admission to the Lake land College Dental Hygiene Program, applicants are required to submit to a background check ordered through the programs' official vendor. If an applicant has a criminal history, they should contact the Illinois Department of Financial and Professional Regulation.

**Lake Land College Dental Hygiene Admissions Rubric**

- On March 2<sup>nd</sup>, the dental hygiene admission committee starts reviewing applicants and their files to determine students for fall admission. Admission scores are calculated utilizing the following rubric.
- All science courses must be taken within the last 5 years with a C or better.
- The following courses must be taken and completed with a C or better prior to starting the Dental Hygiene Program:  
**\*CHM 111 Concepts of Chemistry, \*BIO 225 Anatomy & Physiology I, & \*BIO 235 Microbiology**
- **Only college GPA of 2.3 or above will be considered.**

<p><b>Science Courses</b>  <b>Points earned based on grades for courses completed.</b>          _____ <b>*BIO225, Anatomy &amp; Physiology I</b>          _____ BIO226, Anatomy &amp; Physiology II          _____ <b>*BIO235, Microbiology</b>          _____ <b>*CHM111, Concepts of Chemistry</b>          _____ <b>/40 maximum points</b></p>	<p>A = 10 points          B = 5 points          C = 1 point          D or below = 0 points          Required C or better          Repeated course = 1 point if highest grade is C; 3 points if highest grade is a B; 5 points if highest grade is an A  <b>*Denotes prerequisite</b></p>
<p><b>Support Courses</b>  <b>Points earned based on grades for courses completed.</b>          _____ SOC280, Introduction to Sociology          _____ PSY279, Human Development/Lifespan          _____ ENG120/119, Composition I          _____ COM111, Intro. to Speech          _____ <b>/20 maximum points</b></p>	<p>A = 5 points          B = 3 points          C = 1 point          D or below = 0 points          Required C or better.          Repeated course = 1 point if highest grade is A, B, or C</p>
<p><b>Lake Land College Student</b>          _____ Has earned 12 hours of credit at Lake Land College.          _____ <b>/3 maximum points</b></p>	
<p>_____ <b>/5</b> Dental Assisting Certificate OR Dental experience for 6 months (work in a dental office at least 8 hours/week and get paid) (5 points)   <b>OR</b>          _____ <b>/2</b> Job shadow in a dental office for at least 16 hours/Health Occupations dental rotation (2 points).</p>	<p><b>Must provide proof of dental experience:</b>          - Dental Assisting Certificate          - Letter from dentist/employer of dental office on letterhead stating employment for 6 months  <b>Must provide proof of job shadowing experience:</b>          - Letter from Health Occupations Instructor          - Letter from dentist/employer of dental office on letterhead stating job shadowing experience</p>
<p><b>Preparation for Success</b>          _____ SFS101 Strategies for Success          _____ HED290 Disease Processes          _____ HED270 Community Health          _____ HED102 Nutrition          _____ AHE041 Medical Terminology          _____ AHE042 Advanced Medical Terminology          _____ CIS160 Practical Software Applications          _____ <b>/14 maximum points</b></p>	<p>2 points for each class completed with a "C" or better</p>
<p><b>Cumulative College Grade Point Average (GPA) – 12 hours of college credit at a minimum</b>           _____ <b>/10 maximum points</b></p>	<p>Out of a 4.0 scale          4.0-3.50 = 10 points          3.49-3.0 = 8 points          2.99-2.5 = 5 points          2.49-2.3 = 3 points          2.29 and under = 0 points/<b>ineligible for the program</b></p>
<p><b>Essay Question (based on a rubric)</b>           _____ <b>/5 maximum points</b></p>	<p>5 points (based on following directions, answered the question(s) completely, used correct grammar and punctuation, well-written)  <b>Failure to complete the essay question will result in an automatic disqualification.</b></p>

### Essay Question Directions

#### Writing Prompt:

In any professional field, recognizing and managing personal flaws or negative characteristics is crucial for success and personal growth. Thus, you are being asked to reflect on a flaw or negative characteristic that you think you may possess. How do you plan to manage this trait as you enter the dental hygiene program? Discuss specific strategies you will employ to ensure that this characteristic does not hinder your success in the dental hygiene program. Provide an example (or examples) and a detailed plan to illustrate your approach.

#### Submission Requirements:

1. The response must be typed on a separate piece of white paper (8.5" x 11").
2. The response must be typed in Times New Roman font, size; it should be double spaced with one-inch margins all around (top, bottom, right, and left).
3. The response must demonstrate a basic understanding of grammar and readability, including, but not limited to, spelling, punctuation, and complete sentences.
4. The response must be signed and dated at the bottom of the page in either blue or black pen. Your signature confirms that YOU wrote this paper and it is NOT plagiarized. (Consider reviewing Lake Land College's "Academic Integrity Code" at the following link):

<https://www.lakelandcollege.edu/student-handbook/academic-integrity-code/>

***\*\* This response is worth five points on the admission rubric based on thoroughly answering the questions and following all four submission requirements \*\****

## Lake Land College Dental Hygiene Program Essential Functions

All students in the Lake Land College Dental Hygiene program must be able to perform diverse, complex, and specific functions and skills. Functional ability is a state of wellness. Therefore, these functions and skills are essential to ensure the health and safety of patients, peers, faculty, and other healthcare providers.

Violations of any essential functions may include immediate dismissal from the Dental Hygiene Program. The functions and skills include, but are not limited to, the following abilities:

### Motor Skills

- Move within confined space
- Sit/stand & maintain balance for prolonged periods
- Reach above shoulders & below waist
- Sustain repetitive movement
- Sufficient motor function to elicit information from patients by palpation, percussion, & other assessment maneuvers

### Critical Thinking Skills

- Identify cause and effect relationships
- Plan/control activities for others
- Synthesize knowledge & skills
- Sequence information

### Physical Strength & Mobility

- Push or pull patients to ensure proper positioning
- Support patient during treatment, lift for transfer
- Move heavy objects, carry equipment/supplies
- Defend self against combative patients
- Use upper body strength
- Squeeze with hands
- Twist, bend, stoop, squat, climb
- Move quickly
- Physical endurance to complete a minimum 8 hour a day shift

### Emotional Stability

- Establish therapeutic boundaries
- Provide patient with emotional support
- Adapt to rapidly changing environmental support
- Deal with unexpected (crisis), handle strong emotions
- Focus attention on tasks
- Perform multiple responsibilities concurrently
- Maintain behavior decorum in stressful situations
- Maintain adequate concentration & attention in patient care settings
- Maintain composure when subjected to high stress

### Arithmetic Competence

- Read & understand columns of writing
- Read digital displays & graphics printouts
- Calibrate equipment
- Convert number to/from metric
- Read graphs
- Measure time, count rates
- Calculate medication dosages
- Use & read measuring tools

### Fine Motor Skills

- Pick up/grasp small objects with hands
- Write with pen or pencil
- Keyboard/type (use a computer)
- Pinch/pick or otherwise work with fingers
- Twist Squeeze with finger

### Sensory

- Visual & auditory acuity within normal range (with correction if needed) in order to observe a patient accurately at a distance & close at hand
- Auditory interpretation of normal speech
- Accurately interpret faint voices
- Auscultate body sounds
- Use depth perception & peripheral vision
- Accurately interpret small print on medication containers, syringes, discriminate color changes, read type at 8 font, & document mentation
- Accurately read monitors & equipment calibrations
- Detect odors
- Feel vibrations, differences in surface characteristics, sizes, shapes

### Interpersonal Skills

- Negotiate interpersonal conflict
- Respect differences in patients
- Provide patient with emotional support
- Establish rapport with clients & co-workers
- Teach in an accurate & effective manner
- Report patient information
- The ability to use the English language to communicate effectively in a rational, coherent manner, both orally & in writing, with individuals of all professions & social levels.

### Analytical Thinking Skills

- Transfer knowledge from one situation to another
- Problem solve & prioritize, evaluate outcomes
- Use short & long term memory
- Identify cyanosis, absence of respiration, & movements of patient rapidly & accurately
- Accurately process information on medication container, dentists/physicians orders, printed documents, medication administration/other medical documents

### Lake Land College Dental Hygiene Bloodborne Pathogens Policy

It is the policy of Lake Land College to comply with the federal Occupational Safety and Health Act (OSHA). Bloodborne Pathogens Standard (29 CFR 1910.1030), as mandated by the Illinois Department of Labor, Safety Inspection, and Education Division and as endorsed by the Illinois Community College Board. OSHA's Bloodborne Pathogen Exposure Standard (29 CFR 1910.1030) requires employers to make immediate confidential medical evaluation and follow-up available for workers who have an exposure incident, such as a needlestick. An exposure incident is specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials (OPIM), as defined in the standard that results from the performance of a workers duties. Procedures in compliance with the standard are detailed in the College's Bloodborne pathogens Exposure Control Plan. It is the responsibility of the College's Health Services to monitor and review the plan as mandated by the standard and to bring revisions to the attention of appropriate college offices as needed. The plan is kept on file and is available for review in the College's Health Service Office. For further information please visit [www.osha.gov](http://www.osha.gov) and [www.cdc.gov](http://www.cdc.gov). For more information regarding Lake Land College's policy on bloodborne pathogens, please refer to the Lake Land College Board Policy Manual (11.06) [https://www.lakelandcollege.edu/wp-content/laker-documents/laker/board\\_policy/Board\\_Policy\\_Manual.pdf#1106](https://www.lakelandcollege.edu/wp-content/laker-documents/laker/board_policy/Board_Policy_Manual.pdf#1106)

### Lake Land College Dental Hygiene Required Physical and Immunizations

All students accepted into the Lake Land College Dental Hygiene Program will have to have a physical examination completed by their physician. Students who are accepted will also need to provide a complete immunization record from their physician and have proof of the following immunizations:

- **Hepatitis B Vaccine Series-** In accordance with the Centers for Disease Control and Prevention (CDC) guidelines, all students in Dental Hygiene will: (1) demonstrate proof of immunity to Hepatitis B, (2) be immunized against the Hepatitis B virus as part of their preparation for clinical training, or (3) formally decline Hepatitis B vaccination.
- **All other immunizations/vaccines recommended by the CDC are also highly recommended while in the dental hygiene program to keep students and patients safe including but not limited to:**
  1. COVID vaccine and boosters
  2. Influenza vaccine
  3. All other vaccines required by the state of Illinois to attend school:

Examples:

1. DTap
2. MMR
3. Polio
4. Varicella
5. Meningoccal



## Quick Check List for DH Application Process

- Apply to Lake Land College itself
- Send in (can be electronically) transcripts to Admission and Records (HS and College)
- Submit ACT/SAT scores and/or take ACCUPLACER test
- Fill out/submit online the Dental Hygiene Intent
- Turn in hard copies of:
  1. ALL College transcripts (except courses taken at Lake Land)
  2. Essay question and answer
  3. Proof of dental assisting certification OR proof of employment at a dental office (6 months or more)
  4. OR Proof of health occupations dental rotation OR proof of job shadowing experience (16 hours or more)
  5. These documents/hard copies must be mailed to:  
Lake Land College  
c/o Dental Hygiene  
5001 Lake Land Blvd.  
Mattoon, IL 61938  
or physically brought into the Northwest Building  
on the main campus: Office 023 or Office 021.