DENTAL HYGIENE PROGRAM

HEALTHCARE EXPERIENCE VERIFICATION

Bellingham Technical College requires applicants to the Dental Hygiene Program to have healthcare experience. For students applying to the Dental Hygiene Program healthcare experience may be demonstrated by proof of having worked in an allied healthcare field* for a minimum 1,000 hours in the last five years. Additionally, applicants must provide proof of active unencumbered certification or license in the allied health field in which they completed the 1,000 hours. The Dental Hygiene Program will review and either approve or deny an applicant's healthcare experience.

This form must be approved <u>prior</u> to applying to the Dental Hygiene Program!
Students will be notified by email when Dental Hygiene Program evaluation is complete and should expect 10 days for processing.

Instructions for filling out this form and submitting it electronically are on the reverse.
Email completed form and required attachment to healthinfo@btc.edu (preferred) OR mail to BTC Dental Hygiene Program, 3028 Lindbergh Ave #HC 206, Bellingham, WA 98225.

TO BE COMPLETED BY STUDENT:

Student Full Name (please print): _____

List any previous names: _____

SID: _____ Date of Birth: _____ Phone #: _____

Email Address: _____

Active unencumbered WA State certification or license
Complete information below AND attach printout from the [Washington State Dept. of Health (DOH) website](#)

Credential Type: _____ Credential Number: _____

First Issue Date: _____ Expiration Date: _____

Student Signature: _____ Date: _____

TO BE COMPLETED BY THE EMPLOYER:

Job Title/Position: _____

Company/Agency Name: _____

Company/Agency Phone: _____

Company/Agency Address: _____

_____

Dates of Employment: _____ Number of Hours Worked: _____

Supervisor or Human Resources Representative:

Signature: _____ Date: _____

Print Name: _____

For Official Use Only		
☐ No Enforcement Action Taken	☐ Approved by Dental Hygiene Program	☐ Denied by Dental Hygiene Program
Program Representative	Signature	Date

Instructions for filling out and signing this form*

Using an app or software download

- Get an app or software download: **Adobe Reader** or **Adobe Fill and Sign** mobile app (free software downloads or app for phone or tablet)
    - **Mobile app**: go to the Google Play or App Store and search for Adobe Reader or Adobe Fill and Sign. You only need the free versions, you will need to provide an email and agree to the terms.
    - **For PC or Mac**: go to https://acrobat.adobe.com/us/en/acrobat/pdf-reader.html or https://get2.adobe.com/reader/otherversions/
- Open the form using the app or software. Fill in and sign the form. Save a copy to your computer or phone then email to BTC to submit the completed form.
- Additional apps:
    - iPhone/iPad: pdfFiller, SignNow, SignEasy
    - Android: Fillr, WPS Fill & Sign, Fill and Sign PDF forms

Using a scanner app to email printed form

- Download a scanner app from Google Play or App Store
    - iPhone/iPad apps: Adobe Scan, Document Scanner, CamScanner, Scanner for me, Microsoft Office Lens (there are lots of apps to choose from)
    - Android apps: Simple Scan, Adobe Scan, Document Scanner, CamScanner, Microsoft Office Lens (there are lots of apps to choose from)
- Print form, fill in and sign.
- Scan the completed form using the app, convert it to a PDF (preferred over JPEG) and email it to BTC to submit the form.

Do:

- Do use an app or software to fill and sign your form electronically.
- Do save the form on your computer, phone or tablet so you have a copy for your records.
- If you prefer to print the form and fill it out, do use a scanner app to create a PDF that can be emailed as an attachment.

Don't:

- Do NOT take a picture of your printed and filled out form and email the picture. Pictures do not email well in a format that allows BTC staff to process them. You will be asked to resend your form.
- Do NOT fill in the form using your browser only. When you email the form, it will not come through filled in or signed.

*These instructions are provided for your information only and BTC does not endorse or receive monetary compensation from any software company or app listed here. This information is provided to assist students to complete the form electronically or to print, scan and email the form.