

# Paperwork Requirements

The following documents must be personally turned in (NOT MAILED) to Professor Diaz on: **Monday August 17, 2020-Dental Assisting. Tuesday, August 18, 2020-Dental Hygiene.**

All forms in one link titled **"Paperwork to be Printed, Completed and Turned In"**

**Please make a COPY of all forms for your references.**

**Paperwork must be in the following order!!:**

1. Demographic Information Form.
2. Getting To Know You Form.
3. Copy of Dental Clinic Health History:
  - 3 pages (signature required on page 2)
4. Dental Programs Policy Manual Signature Pages (11 pages):
  - Please have witness sign on appropriate pages.
  - Complete pages 8-9 only if applicable.
5. Copies of Dental Programs Health Evaluation Forms Packet:
  - 6 pages total
  - Immunization check-off sheet is for department tracking purposes only (Please do not have physicians or nurses initial this paper.)
6. Copies of All Immunization Records:
  - All Immunizations must be complete prior to the first day of classes with the exception of the Influenza vaccine and Hep B series\*:
    - \*First Hep B immunization must be complete prior to first day of classes, and proof of both remaining immunizations scheduled.
7. Copy of CPR Card (Must be Healthcare Provider or BLS/CPR and an American Heart Association or American Red Cross approved class) with AED.
  - I will not accept originals.
8. Copy of Combination lock form.

**These forms must be turned in on the required date listed above to Professor Diaz or you will not be allowed to participate in clinics or radiology labs.**