



Fall Dental Hygiene Electronic Application Instructions

Thank you for your interest in our Dental Hygiene program. The Dental Hygiene Department has a fully electronic application process.

The application cycle for Fall admission will open February 1, and close March 1, at 11:59 pm of the perspective year. (Pacific Daylight Time). **NO EXCEPTIONS.**

Please check the "[Application Information](#)" tab for detailed information and the most current Application and Transcript Evaluation to be used.

NOTE: Applicants are responsible for following ALL instructions provided in the Dental Hygiene Program application process. Failure to comply with any application requirements or instructions will result in disqualification. Please ensure that all required documents are complete, organized in the correct order, and correctly titled. All documents must be combined into one PDF file no larger than 10 MB.

STEP ONE: Please review requirements to be considered as a qualified applicant, found on the [Dental Hygiene program website](#).

STEP TWO: Watch the [Mandatory Application Video](#) on the Dental Hygiene website to ensure that you are clear on the admission requirements and application process. Be sure that you meet all prerequisite courses AND grade point average guidelines.

Be sure that you have not exhausted the repeat prerequisite rule. Prerequisites have a five-year recency and all prerequisite courses may be repeated a maximum of ONE time to obtain a higher grade, the higher of the two grades earned will be accepted.

STEP THREE:

- Gather and complete ALL required documentation and application materials. Ensure appropriate signatures and dates.
1. Complete ALL applicable pages:
 - DH Application
 - Prerequisite Evaluation Form
 - General Education Form
 - Unofficial Transcripts
 - Verification of Related Work Experience Form(s). One form for every related work experience.
 - Letters of recommendation are not considered.

- Copy RDA or RDAEF License
 - Special Abilities and Skills Statement Form-signed
 - Review DH Technical Standard/Essential Functions
2. Unofficial Transcripts for all **ALL**-college work: You **MUST** submit the transcripts for verification of completed prerequisite courses, as well as for any courses you would like to be considered for points. (IF you are admitted to the program, the applicant will then supply OFFICIAL transcripts to Admissions and Records)
- Please ensure the transcripts are complete and show all courses, grades, units and grade points. Applications cannot be correctly scored without this information.

STEP FOUR: Combine all applicable documents into one PDF IN THE FOLLOWING ORDER:

- Completed Application
- Prerequisite Evaluation Form
- General Education Form
- Unofficial Transcripts
- Verification of Related Work Experience Form(s)
- Copy RDA or RDAEF License
- Special Abilities and Skills Statement Form-signed

****Final PD attachment **MUST** be 10 MB or LESS in size. It is the applicant's responsibility to ensure that all necessary items are included and received as well as legible. Once submitted, changes or updates will not be accepted.

Adobe Acrobat and other scanning apps for smart phones will allow for adding pages to one document and/or adjusting file size. Please check the **QUALITY** of your scanned document to make sure all items are legible.

STEP FIVE: Name your PDF file as follows:

Last Name, First Name App2027

Example: Nightingale, Florence App2027

STEP SIX: Email your one (1) PDF to DH-app@cerritos.edu Please include in the SUBJECT LINE: First and Last Name App2027

Example: Florence, Nightingale App2027

Attach the ONE PDF file to the email. Be sure that the email attachment is not greater than 10MB in size.

Do NOT send multiple scanned items nor multiple emails with varied items. We will accept ONE EMAIL with ONE PDF file attachment.

Once you have submitted your application successfully, you should receive an automatic email reply from DH-app@cerritos.edu If you do not receive an email reply after submitting your application, please do the following:

1. Double check your spam or junk folder
2. Make sure that you followed all instructions and the file size and type was accurate and < 10MB.
3. Reach out to DH-apps@cerritos.edu to inquire if you feel you submitted all documents correctly and cannot find the

confirmation.

All career technical education (CTE) opportunities will be offered regardless of race, color, national origin, sex, or disability. Compliance with related laws, including Section 504/Title II, are the responsibility of Cerritos College's Director, Diversity, Compliance, & Title IX Coordinator in the Office of Human Resources | (562) 860-2451, ext. 2284 | Email: dcitix@cerritos.edu

THANK YOU!

WE LOOK FORWARD TO REVIEWING YOUR APPLICATION!