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2024

DALLAS COLLEGE DENTAL assistant APPLICATION PACKET

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# Introduction

Thank you for your interest in the Dallas College Dental Assistant Program. This information packet will guide you through the admissions process. You have chosen to apply for a growing field of dental professionals committed to improving the lives of patients through oral health services.

The mission of Dallas College is to transform lives and communities through higher education. Our purpose is to ensure the Dallas County is vibrant, growing, and economically viable for current and future generations and to provide a teaching and learning environment that exceeds learner expectations and meets the needs of our community and employers. Equal educational opportunities are offered at Dallas College to students regardless of race, color, national origin, religion, sex, disability, or sexual orientation.

The Dallas College Dental Assistant Program is honored that you are interested in joining our prestigious institution and we are excited to thoroughly review your application. We wish you the best of luck in your application process.

# Dental Assistant Career Overview

A dental assistant is an integral part of the dental team and offers a rewarding, challenging, and fast-paced career. Dental assistants are licensed oral health care professionals who performs technically skilled work under the supervision of a dentist. A dental assistant works chairside in direct patient care reviewing records, obtaining vitals, exposing radiographs, taking oral impressions, and assisting a licensed dentist during procedures. They also perform administrative (scheduling, billing, insurance filing), laboratory, and reprocessing duties in the dental office.

A successful dental assistant is pleasant, caring, professional, organized, able to handle multiple projects at one time, and has strong communication skills and dexterity.

# Program Overview

Please read and review the information in this packet carefully. As a candidate for the Dallas College Dental Assistant Program, it is your responsibility to ensure all needed documentation is filled out and submitted by the required deadlines.

The Dallas College Dental Assistant program is an approved continuing education program by the Texas State Board of Dental Examiners. The program consists of three courses completed in 13 weeks that will provide you with the entry-level skills required of a dental assistant in the workforce. The first and second courses are taught in a hybrid format with lecture and laboratory simulation held online and at the El Centro Campus Paramount Building in downtown Dallas. The third class is a 2-week clinical externship, that is completed off-site. Reliable transportation is needed for all courses.

At the conclusion of these courses, the dental assistant student will be eligible to take the Texas State Board of Dental Examiners Registered Dental Assistant examination and the Texas State Board of Dental Examiners nitrous oxide-oxygen sedation examination that is administered at the Dallas College El Centro campus. Upon passage of the RDA examination, the dental assistant student is then eligible to apply for licensure through the Texas State Board of Dental Examiners to become a Registered Dental Assistant (RDA) who is certified to monitor nitrous oxide-oxygen sedation patients.

# Admission Requirements

A candidate for the Dallas College Dental Assistant must meet the following criteria set forth by the Texas State Board of Dental Examiners requirements for licensure:

* Be at minimum 18 years of age.
* Have a high school diploma or its equivalent. A copy of the diploma or equivalent must be sent as part of the application.

One application packet is to be submitted with all required documentation per candidate by the due date listed in the next section ‘Admission Deadlines’. All applications are sent to [**ContinuingEd@dcccd.edu**](mailto:ContinuingEd@dcccd.edu). Incomplete applications are not be accepted, and the candidate will not be considered for admission until a complete application is submitted.

# Admission Deadlines

As program space is limited to 15 students per semester, early application is encouraged. There are three start times during the academic calendar year for the Dental Assistant Program. Candidates may apply for the fall, spring, or summer semesters. Each start time has its own open application time and application deadline.

|  |  |  |
| --- | --- | --- |
| **Semester Start** | **Application Open Date** | **Application Deadline** |
| **Fall** | April 1 – June 30 | June 30 |
| **Spring** | September 1 – December 1 | December 1 |
| **Summer** | March 1 – April 1 | April 1 |

# RDA Application Checklist

Below is a summary checklist of all required documentation needed to successfully apply for the Dallas College Dental Assistant Program. Email your full application packet and documents to:

[**AlliedHealth-CE@dallascollege.edu**](mailto:AlliedHealth-CE@dallascollege.edu)

on or before the application deadline.

* □ Copy of government issued identification, and signed social security card
* □ Copy of high school diploma or equivalent.
* □ Completed and signed Sterile Processing Application Form (page 15).
* □ Completed and signed Statement of Students’ Responsibility Form (page 16).
* □ Completed and signed Classroom, Lab, and Clinical Expectation Form (pages 17-18).
* □ Completed and signed Communicable Disease Information and Policy Form (page 19-20).
* □ All required documents including immunization history, TB skin test screening, and CPR (Basic Life Support for Health Care Providers) with renewal date after time of program completion.
* □ **Submit all required documents to** [**AlliedHealth-CE@dallascollege.edu**](mailto:AlliedHealth-CE@dallascollege.edu) **email along with application by deadline. Incomplete files will not be accepted.**

## Immunizations

The Dallas College [School of Health Science Program Immunizations Requirements](https://www.dallascollege.edu/cd/credit/pages/ecc-immunization-requirements.aspx) are listed below and available through the hyperlink.

The immunization requirements on this application are mandated for all individuals applying to all Dallas College School of Health Sciences Programs.

All immunization records must include:

* Candidate name.
* Date of vaccine administration (day/month/year).
* Vaccine administered.
* Injection site, specific dose, route.
* Vaccine manufacturer, lot number, expiration.
* Health care providers’ signatures. Health care provider initials may be considered sufficient if the document is on a health care provider’s letterhead including the name and address of the practice.

Titers

* Lab reports are required on all titers.
* Based on clinical placement requirements, a titer may be required after an initial equivocal or negative result and repeat series of vaccinations.

School records of immunization will not be accepted. Immunization records without correct documentation will not be accepted.

Dallas College Dental Hygiene Program follows the [Texas Administrative Code Title 25 Part 1, Chapter 97, subchapter B 97.64](https://texreg.sos.state.tx.us/public/readtac$ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=25&pt=1&ch=97&rl=64) for required vaccinations for students enrolled in health related and veterinary courses in institutions of higher learning. Dallas College Dental Assistant Program also follows [OSHA Bloodborne Pathogens Standard 29 e-CFR 1910.1030](https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.1030) in their workplace exposure control plan which includes information regarding the [Hepatitis B vaccine](https://www.osha.gov/sites/default/files/publications/bbfact05.pdf).

|  |  |
| --- | --- |
| Required Immunizations as per the Dallas College School of Health Science Program and Continuing Education | |
| MMR (Measles, Mumps, Rubella) | Documentation of 2 vaccines or positive Immunoglobulin G (IgG) antibody titers to Measles (Rubeola), Mumps and Rubella.  If titer is negative or equivocal, series must be repeated. |
| Varicella | Documentation of 2 vaccines or positive Immunoglobulin G (IgG) antibody titers to Varicella.  If titer is negative or equivocal, series must be repeated. |
| Tdap (Tetanus, Diphtheria, Pertussis) | Documentation of vaccine within the past 10 years. |
| Influenza | Documentation of current seasonal flu vaccine by October 1st. |
| Hepatitis B | Hepatitis B series (2 or 3 dose) (Hepatitis A/B combo series accepted) AND  Positive Hepatitis B Surface Antibody titer. If Hep B vaccine documentation cannot be found, a positive titer will be sufficient.  If titer is negative or equivocal, series must be repeated and a 2nd titer is drawn; upload results of both titers and vaccination proof. |

## Tuberculosis Screening

A tuberculosis (TB) screening must be within **12 months** of the Dallas College Dental Assistant Program application. TB skin test, QuantiFeron Gold (blood test) or T-Spot is accepted. If screening results are positive, those results and documentation of a chest x-ray within **12 months** of the Dallas College Dental Assistant Program application is required and must be negative for active disease.

## American Heart Association BLS with AED

Candidates applying for the Dallas Collage Dental Assistant Program, must be certified by the [American Heart Association](https://cpr.heart.org/en/cpr-courses-and-kits/healthcare-professional/basic-life-support-bls-training) in BLS (Basic Life Support) with AED at the health care provider level.​ The renewal date cannot occur during time of enrollment in the program.

Course not accepted:

* Online BLS or CPR certification courses, including those offered by the American Heart Association.
* BLS with AED courses not completed through the American Heart Association.

Upon acceptance into the program a criminal background check and drug screening is required.

## Criminal background check

A criminal background check is required. A candidate planning to enroll in the Dallas College Dental Assistant Program and pursue licensure as a dental assistant and who has reason to believe that he or she may be ineligible for licensure due to a conviction or deferred adjudication for a felony or a misdemeanor offense can apply for a criminal history evaluation from the Texas State Board of Dental Examiners prior to enrollment. Information for this process is available on the [Texas State Board of Dental Examiners](http://tsbde.texas.gov/licensing/criminal-history-evaluation/) website. If you choose not to proceed with this process, you assume responsibility for the risk that you may be unable to obtain a license after completion of the dental assisting program.

Results of criminal background checks are made available to the Academic Chair for review. All background check results become the property of the Dallas College School of Health Sciences and will not be released to the student or any other third party.

## Drug Screening

A drug screening may be required after acceptance to the dental assistant program at a random date determined by the Academic Chair. The cost of the drug screening will be paid by the student. Drug screening results are made available to the Academic Chair for review. All drug screening results become the property of the Dallas College School of Health Sciences and will not be released to the student or any other third party.

The Dallas College School of Health Sciences reserves the right to remove a student from participation in the Dental Assistant Program based on their drug screening outcome.

# Acceptance

All candidates will be informed of their acceptance or non-acceptance to the Dallas College Dental Assistant Program via email by the deadlines listed below.

Students who are accepted must email their confirmation of acceptance to [**AlliedHealth-CE@dallascollege.edu**](mailto:AlliedHealth-CE@dallascollege.edu) by the deadline listed below.

|  |  |  |
| --- | --- | --- |
| **Semester** | **Candidate Notification of Acceptance** | **Candidate Acceptance Deadline** |
| **Fall** | July 15 | August 1 |
| **Spring** | December 15 | January 1 |
| **Summer** | April 15 | May 1 |

**Once accepted, you will be instructed to create and pay for your criminal background check and drug screen, where you will also have to upload your documents that have been pre-approved for admissions into the program. The cost is $95.17:**

SurScan Criminal Background Check and Drug Screen

## To register for SurScan:

SurScan Registration Link:

[https://share.synthesia.io/b966596f-0b8e-406a-a2c1-35277a9b118b](https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fshare.synthesia.io%2Fb966596f-0b8e-406a-a2c1-35277a9b118b&data=05%7C01%7Cbchance%40DallasCollege.edu%7C6b9687d2f19c4938c5b408dbd098bdd2%7Cd67e5453732f4adc94a44888f2d97d5d%7C0%7C0%7C638333126719880427%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=1wyRcvPF2TosPEXZeaX%2B1Ud3FK39V77Hdrgnf1zewP8%3D&reserved=0)

CamScanner:

# [https://share.synthesia.io/6b27bac9-38cc-440e-95bb-8c8033dc2fcf](https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fshare.synthesia.io%2F6b27bac9-38cc-440e-95bb-8c8033dc2fcf&data=05%7C01%7Cbchance%40DallasCollege.edu%7C6b9687d2f19c4938c5b408dbd098bdd2%7Cd67e5453732f4adc94a44888f2d97d5d%7C0%7C0%7C638333126719880427%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=0eetRTaiwqKnEowpe6YDlL4YBOnWiL79biuu4r%2B50tE%3D&reserved=0)

# Dental Assistant Curriculum Overview

The Dallas College Dental Assistant Program applies classroom and laboratory skills to patient care. A dental assistant student will devote approximately 10-hours per week outside class time preparation and studying for courses and licensing examinations. All in-person class time is scheduled after work hours in the evening. Clinical externship hours are dependent on the site assigned.

## Fall, Spring, or Summer Semester

|  |  |  |
| --- | --- | --- |
| Course | Course Title | CE Hours |
| DNTA 1015 | Chairside Assisting | 99 |
| DNTA 1060 | Clinical – Dental Assistant | 48 |
| DHYG 1002 | Nitrous oxide-oxygen sedation monitoring | 30 |
| **Semester Total 177** | | |

# Estimated Expenses & Financial Aid

All costs are estimations and subject to change based on market fluctuations. Dental assistant students will need access to a computer to complete assignments and may purchase any computer of their choosing.

Financial Aid is available for those that qualify. A grant through the Texas Public Education Grant (TPEG) is available for those that qualify that will cover tuition only. See [Dallas College Continuing Education Financial Aid](https://www.dallascollege.edu/paying-for-college/financial-aid/types/pages/ce.aspx) link.

|  |  |
| --- | --- |
| **Estimated Expenses for Dallas College Dental Assistant Curriculum** | |
| DNTA 1015 ($15.00 per credit hour) | $1,485 |
| DNTA 1060 ($3.75 per credit hour) | $180 |
| Textbooks: students need to purchase the below textbook for the program  **Clark, M.S., & Brunick, A.L. (2020). *Handbook of nitrous oxide and oxygen sedation*. (5th Ed.). Elsevier: St. Louis, Missouri.** | $60 |
| Uniform (navy blue scrubs and close-toed non-mesh footwear) | $100-200 |
| SurPath Account | $95 |
| BLS with AED from American Heart Association | $50-60 |
| **Total** | **$1,970 – $2,080** |

|  |  |
| --- | --- |
| **Estimated Expenses for RDA License through TSBDE**  *\*All fees subject to change by the TSBDE without notification* | |
| Initial application | $39.00 |
| Criminal background check | variable |
| Finger printing | variable |
| Jurisprudence | $54.00 |
| National Practitioner Data Bank Self-Query | $3.00 |
| Sex Trafficking Course | $0-25 |

# Dental Assistant Application Form

Fill in each statement in typed format. Sign and date the bottom in handwritten format.

Name (Last, First, Middle Initial): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address (number, street, city, state, zip): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone (cell or home, include zip code): \_\_\_\_\_\_\_\_\_\_- \_\_\_\_\_\_\_\_\_\_ - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Birth (month, day, year): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Semester Applying For (circle one): Fall Spring Summer

I certify that the information in this application packet is complete and accurate.

Applicant’s Signature Date

# Statement of Students’ Responsibility Form

Review and **initial** each statement indicting you have read and agree to each responsibility and sign at the bottom. Handwritten format is accepted.

\_\_\_\_\_\_\_\_ I testify that information included in this packet is truthful and accurate. I acknowledge any information found to be incorrect or dishonest will exclude my eligibility from participating in the Dallas College Dental Assistant Program.

\_\_\_\_\_\_\_\_ I understand submitting incomplete information in my application packet will disqualify my entire application.

\_\_\_\_\_\_\_\_ I acknowledge that Dallas College reserves the right to make changes to its application process and that completion of the application does not constitute a contract, expressed or implied, between any applicant, student, or faculty member at Dallas College.

\_\_\_\_\_\_\_\_ I accept the responsibility of informing the continuing education office of any change in my status, address, telephone number, or other information that would affect my application status.

\_\_\_\_\_\_\_\_ I am aware that I will be required to undergo a criminal background check and drug screening once accepted into the Dallas College Dental Assistant Program and that my admittance to the program is conditional based on those results.

Sign and date below.

Applicant’s Signature Date

# Classroom, Lab, and Clinical Expectation Form

Review and **initial** each statement indicting you have read and agree to each responsibility and sign at the bottom. Handwritten format is accepted.

\_\_\_\_\_\_\_\_ I agree to not use my cell phone during classroom, laboratory, or clinical experiences.

\_\_\_\_\_\_\_\_ I profess that I can receive, write, and interpret verbal and written communication in English without the assistance of an interpreter.

\_\_\_\_\_\_\_\_ I agree to not have acrylic nails or natural fingernails that are longer than the 0.5 inches from the skin as per OSHA regulations.

\_\_\_\_\_\_\_\_ I agree to not have excessive body odors such as from perfume, cologne, smoke, or lack of personal hygiene.

\_\_\_\_\_\_\_\_ I agree to never use tobacco products while on campus or on clinical externship. Examples include, but are limited to, cigarettes, e-cigarettes (with and without nicotine), smokeless tobacco (dip, Snus), and hookah.

\_\_\_\_\_\_\_\_ I agree to wear clean scrubs that are free of wrinkles and footwear that is clean, free of tears, close-toed and free of mesh.

\_\_\_\_\_\_\_\_ I agree to all physical demands of the Dental Assisting Program which may include lifting up to 25 pounds.

\_\_\_\_\_\_\_\_ I agree to attend class and maintain at minimum ‘C’ average in my dental assisting courses.

\_\_\_\_\_\_\_\_ I understand a 90% attendance rate for DNTA 1015 and that a 100% attendance rate for DNTA 1060 is required for successful completion of the Dallas College Dental Assistant Program.

\_\_\_\_\_\_\_\_ I understand DNTA 1060 is a clinical externship course where I will be placed in dental offices to gain the clinical experience required for completion of the program and that I will be expected to follow all the policies and procedures of those dental offices.

\_\_\_\_\_\_\_\_ I understand that while on clinical externship, my behavior is to be professional. If I am asked to leave a site due to poor performance, behavior, attitude, or insubordination, Dallas College is under no obligation to find me another site. The obligation of Dallas College will have been fulfilled and my tuition will NOT be refunded.

\_\_\_\_\_\_\_\_ I understand I am expected to arrive at my assigned clinical externship on time and with all required paperwork (skills checklist, timesheet, personal identification).

\_\_\_\_\_\_\_\_ I understand following the completion of my clinical externship hours, the site personnel will evaluate my performance and fill out my time sheet. If I do not complete this task by the last day of my clinical externship, I will not pass DNTA 1060, graduate from the Dental Assistant Program, or be eligible for licensure from the Texas State Board of Dental Examiners. I may re-enroll under an “enrichment status” based on course seat availability and pay additional fees to fulfil program requirements.

\_\_\_\_\_\_\_\_ I will follow all OSHA and HIPAA policies while on clinical externship.

Sign and date below.

Applicant’s Signature Date

# Communicable Disease and Bloodborne Pathogens Policy Form

A work hazard of a clinically practicing dental assistant treating live patients is the potential to be exposed to communicable diseases and bloodborne pathogens. Standard precautions represent a set of rules healthcare providers follow to protect themselves and their patients from pathogens spread by body fluids. Standard precautions aim to prevent the transmission of communicable and bloodborne pathogens through inhalation, direct contact, indirect contact, and sharps prevention. The Dallas College dental programs enforce and educate students on healthcare standard precautions so they may safely treat patients and be knowledgeable of disease transmission risk.

The Dallas College dental programs follow current recommendations from the Center for Disease Control (CDC), National Institute for Occupational Safety and Health (NIOSH), Organization for Safety, Asepsis, and Prevention (OSAP), American Dental Association (ADA), and the American Dental Hygienists’ Association (ADHA) to protect all Dental Healthcare Personnel (DHCP). A DHCP, as defined by the Center for Disease Control, is any “paid and unpaid personnel in the dental health-care setting who might be occupationally exposed to infectious materials, including body substances and contaminated supplies, equipment, environmental surfaces, water, or air”.

Dallas College dental programs obey by the rules and regulations set forth by the Food and Drug Administration (FDA), Environmental Protection Agency (EPA), Texas Department of State Health Services, Occupational Safety and Health Administration (OSHA), and the Department of Health and Human Services as they pertain to communicable diseases and bloodborne pathogens.

The Dallas College dental programs are committed to ensuring that each employee, applicant, student, and patient be provided a safe and healthy environment. Dallas College requires all students to have current immunizations, which include the Hepatitis B series, to protect themselves and patients from disease transmission. Dental professionals are ethically obligated to safeguard the confidentiality of patient records and to maintain those records in a manner consistent with the protection and welfare of the patient.

Dallas College emphasizes education for employees and students concerning communicable and bloodborne diseases and managing each case of disease transmission with sensitivity, flexibility, and concern for the individual. The Districts’ decisions concerning a person who has a communicable disease shall be based on current and well-informed medical judgement which includes the nature of the disease, risk of transmission to others, symptoms, and special circumstances of the person, and balancing identifiable risks and available alternatives to respond to a student or employee with a communicable disease.

Students are strongly encouraged to undergo personal evaluation to assess their own communicable disease status prior to enrollment. No student will be denied entry to a program, required to cease attending the college, or participating in college functions solely based on diagnosis of a communicable or bloodborne disease. If a review of the facts demonstrates a student is unable to perform as required by the degree plan or presents a health risk to themselves or fellow community members, a decision shall be made regarding the student’s attendance at the college. Dallas College shall offer reasonable accommodations to both students and employees who are infected with a communicable disease. Generally, reasonable accommodations will not require expenditure of additional funds.

The Dallas College dental clinic has policies related specially to bloodborne and infectious diseases that include human immunodeficiency virus (HIV), hepatitis B (HBV), and other bloodborne infections.

* Persons who are seropositive for a bloodborne disease shall receive the same treatment as those who are seronegative.
* Standard precautions are followed in the dental clinic to reduce the cycle of infection and eliminate cross-contamination, reduce the number of airborne pathogens, protect all patients and personnel from infection, and ensure the chain of infection is not broken.
* A patient infected with a bloodborne pathogen should be treated with compassion and dignity and will be provided access to dental care and treatment within the scope of practice in the dental clinic.

Reference

Center for Disease Control. (2003, December 19). Guidelines for infection control in dental health-care settings – 2003. *MMWR*, 52, RR-17, 1-76

I have read and agree to the above policy. Sign and date below.

Applicant’s Signature Date