## Important Dates and Deadlines

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 14, 2014</td>
<td>Tooth Anatomy for the Dental Auxiliary*</td>
</tr>
<tr>
<td></td>
<td>(EFDA program pre-requisite course)</td>
</tr>
<tr>
<td>July 19, 2014</td>
<td>Tooth Anatomy for the Dental Auxiliary*</td>
</tr>
<tr>
<td></td>
<td>(EFDA program pre-requisite course)</td>
</tr>
<tr>
<td>August 4, 2014</td>
<td>EFDA Applications Due</td>
</tr>
<tr>
<td>November 1, 2014</td>
<td>EFDA Final Payments Due</td>
</tr>
<tr>
<td>January 9, 2015</td>
<td>EFDA Program Begins</td>
</tr>
</tbody>
</table>

*Applicants are required to attend one of the two offerings of the Tooth Anatomy pre-requisite course. Registration and course information is available at [www.dent.osu.edu/ce](http://www.dent.osu.edu/ce).

For more information contact the Continuing Dental Education office at 614-292-9790 or visit our website at [www.dent.osu.edu/ce](http://www.dent.osu.edu/ce) for EFDA course details.
EFDA Course Description

The EFDA program is designed to prepare Certified Dental Assistants or Licensed Dental Hygienists to apply for the Expanded Functions for the Dental Auxiliary (EFDA) board examination administered by the Commission on Dental Testing in Ohio and to provide experiences for quality, knowledgeable patient care as an entry level EFDA. This course includes 200 hours of instruction, progressing from pre-clinical laboratory activities to faculty supervised clinical experience in The College of Dentistry at The Ohio State University.

The EFDA CE course is offered ONLY to Licensed Dental Hygienists and Certified Dental Assistants. Proof of current licensure/certification must be submitted with application. All applicants must complete the EFDA pre-requisite course "Tooth Anatomy for Dental Auxiliary" before an application will be considered.

Admission is competitive and based on quality of application.

Pre-clinical sessions (January – April)

The pre-clinical laboratory instruction session provides 104 hours of lecture/demonstration and activities on FRIDAYS from January through April. Didactic instruction includes: review of tooth morphology, properties and manipulation of dental restorative materials including bases and liners, techniques and procedures for restoring teeth with amalgam and tooth colored direct restorations. Participants place, contour, finish and evaluate restorations in prepared teeth which are mounted in typodonts. Activities also include rubber dam replacement, dental sealant application, and finishing and polishing amalgam restorations. Course participants complete approximately 100 restorations in typodont teeth during the pre-clinical session of the course.

It is our policy that successful completion of the pre-clinical course is a prerequisite for continuing into the clinical session. A series of weekly skill tests will be given throughout the laboratory course to assure participant progress and pre-clinical proficiency before the treatment of patients is permitted. Participants must demonstrate competency in restorative expanded functions by passing weekly competencies and a final pre-clinical competency examination with instructor recommendation, in order to enter clinic.

If failure of final competency examination occurs, the participant may not be able to continue onto the clinical portion. If the participant is determined by the faculty members to be remediable, additional lab sessions will be required and additional instructional fees will be charged.

After completion of the EFDA pre-clinic sessions, students will have completed an eight-hour course in the application of sealants. This additional training is incorporated to provide the students eligibility and appropriate documentation (according to state dental board policy) to place pit and fissure sealants under direct supervision of their employer. The sealant program will allow students to gain additional clinical experience in an effort to be better prepared for the state board examination and their future career as an Expanded Functions Dental Auxiliary.
**Clinical sessions (May – July)**

In order for a candidate to be eligible to sit for the Ohio EFDA board examination, Ohio requires clinical experience in placing restorations. Participants in this course complete 80 hours of clinical training in the College of Dentistry Comprehensive Care Pre-Doctoral Clinics. EFDA students practice four-handed dentistry skills and complete restorative procedures which have been treatment-planned and prepared by pre-doctoral students. All procedures are supervised and evaluated by college of dentistry faculty.

Assignments for the clinical sessions are made in January to allow appropriate notice for students to arrange work schedules around their assigned clinic day. The class will be divided into smaller groups and students will be assigned to a specific weekday for the 10 week clinical portion from May-July.

**Attendance Policy**

Participants must attend **ALL** scheduled course sessions, including the two-day board review course tentatively scheduled in early August 2015. This course is designed to prepare participants for the Ohio certifying typodont-based practical and written examinations tentatively scheduled in August 2015. Didactic and laboratory review, as well as mock board examinations are included to help participants prepare for the board testing situation. Participants who fail to meet attendance requirements will not be certified by The Ohio State University College of Dentistry to take the EFDA board examination.

**Fees**

The course fee includes all instructor fees, instructional materials, laboratory supplies, and instrument rental. The two-day review course held in August is also included in the course fee. However, participants MUST supply all instruments and materials for the board review course, just as will be required for the Ohio EFDA examination. This includes all necessary equipment and supplies required for placement of BOTH amalgam and composite restorations.

**Additional Requirements**

Participants accepted into the EFDA program are required by the University to provide documentation of current vaccination/immunization records including, but not limited to, influenza, TB, Hepatitis B, MMR, chickenpox/varicella, and TDAP. Current CPR certification (from the American Heart Association, the American Red Cross, or the American Health and Safety Institute) is also required.

In addition, participants are required to complete several self-paced online training modules in the areas of HIPAA, Hazcom, Risk Management and OSHA. These modules are provided by the college at no charge to the participants.
**EFDA**  
_Frequently Asked Questions_

**Q: How do I apply for the EFDA course?**  
**A:** Request the 2015 application form from the office of Continuing Dental Education OR download from [www.dent.osu.edu/ce](http://www.dent.osu.edu/ce). Review the application thoroughly and fill out ALL information requested, including personal statement, employer recommendation form, and copy of CURRENT certification/licensure. Return the application to the office of Continuing Dental Education by the published deadline.

**Q: What are the admissions criteria for the EFDA course?** (Applicants must meet the criteria below when their application is submitted.)  
**A:** Applicants must be Certified Dental Assistants or Licensed Dental Hygienists. A complete and accurate application form must be submitted by the date specified. Incomplete or late applications are NOT reviewed for admission. If certification or licensure is pending at the time of application, submit proof that documentation is forthcoming. The personal statement must show knowledge and understanding of the role of an EFDA in dental practice. In addition, the applicant must show a commitment to spend the necessary time required to complete the course. The employer’s recommendation must include a statement of support for the applicant, including allowing the EFDA student access to a dental operatory/laboratory space to complete homework assignments. The applicant must have dental office experience which includes a minimum of 2 years chair-side patient treatment. (EFDA students must be very familiar with restorative dental procedures.) All applicants must complete the OSU CE course “Tooth Anatomy for the Dental Auxiliary” prior to application and admission.

**Q: How much time is required outside of class?**  
**A:** This course is very demanding of the student’s time and energy. Attendance is required for ALL scheduled lecture, laboratory, and clinical sessions. Weekly homework assignments include reading the textbook and manual, as well as completing specified restorative procedures on the typodont. Students must have access to a dental operatory/laboratory space where they can restore typodont teeth with both amalgam and composite materials. Written quizzes and practical examinations are given every week during the pre-clinical course. Students continue to practice on typodont teeth, in preparation for the certifying board exam, throughout the clinical portion of the course and are highly encouraged to practice on their own.

**Q: What is the 2015 EFDA course fee?**  
**A:** The 2015 EFDA course fee will be $4,595.

**Q: What is included for the course fee?**  
**A:** All instructional materials are provided, including: textbook, course manual, Kilgore typodont and prepared teeth, all necessary restorative materials and supplies needed to place restorations. Dental instruments and handpiece to be used for typodont procedures are on loan until the review portion of the course. All clinic instruments and supplies are provided through the College of Dentistry clinics for patient treatment. The fee also includes parking.

**Q: Is financial aid available through The Ohio State University?**  
**A:** No, unfortunately CE courses do not qualify for financial assistance through the University. However prospective students are encouraged to contact the Ohio Dental Association Foundation at 614-486-2700 regarding EFDA scholarships.

**Q: What can I do while I wait to apply for the course?**  
**A:** Obtain or Update your certification (dental assistants) or licensure (dental hygienists). Your credentials MUST be current when you apply for the course. Find out as much as you can about what an EFDA in Ohio can do. Talk with a certified EFDA. Observe an EFDA during a typical work day.

**Q: How do I become a Certified Dental Assistant?**
A: Contact either DANB or ODAA (information available on the links section below)

Q: What can an EFDA in Ohio do?
A: Contact the Ohio Dental Board to find current laws and rules governing EFDA practice in Ohio.

**EFDA**

*Important Links*

**Commission on Dental Testing in Ohio**
- Dublin, OH 43016-4216
- phone: 614-921-0892
- P.O. Box 4510, Dublin, OH  43016
- Vicki Baldini, Executive Secretary: vicki_baldini@yahoo.com
- [http://codtinohio.org/](http://codtinohio.org/)

- Information on Ohio EFDA Examination

**Dental Assisting National Board (DANB)**
- 676 North Saint Clair, Suite 1880
- Chicago, IL 60611
- 1-800-FOR-DANB or 312-642-3368
- fax: 312-642-1475
- [http://www.dentalassisting.com/](http://www.dentalassisting.com/)

- Information on National CDA
- Good source on CDA board preparation/review

**Ohio Dental Assistants Association (ODAA)**
- Contact: Carol Healy
- 1501 Centerview Dr. Copley, OH 44321
- 330-666-4023 (evening)
- fax:330-668-9985

- Information on state CDA

**Ohio Dental Board (OSDB)**
- 77 South High Street Columbus, OH 43266-0306
- 614-466-2580
- fax: 614-452-8995
- [http://www.dental.ohio.gov/](http://www.dental.ohio.gov/)

- Ohio EFDA registration Laws and Rules
- Ohio EFDA permissible Duties
- CDA Permissible Duties

**Ohio Dental Expanded Functions Association (ODEFA)**
- [http://odefa.org/](http://odefa.org/)

- EFDA professional organization
- ODEFA represents EFDA's from all over the state by increasing awareness of expanded functions as a voice in the political process. ODEFA works with the OSDB, ODA, ODHA, and ODAA to ensure dental excellence in Ohio