



PSI licensure: certification

3210 E Tropicana
Las Vegas, NV 89121
www.psiexams.com



THE COMMISSION ON
DENTAL COMPETENCY
ASSESSMENTS

**EXPANDED FUNCTION DENTAL AUXILIARY EXAMINATION
CANDIDATE INFORMATION BULLETIN**

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Please refer to our website to check for the most updated information at www.psiexams.com

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EXAMINATIONS BY PSI

This Candidate Information Bulletin provides you with information about the written examination for the Expanded Function Dental Auxiliary (EFDA) examination administered by the Commission on Dental Competency Assessments (CDCA).

Certain state laws stipulate that a person may not act as an Expanded Function Dental Auxiliary without registering with the state board. One of the requirements is successful completion of a written examination to confirm that you have attained at least a minimum level of knowledge regarding the principles, practices, and regulations relating to the dental profession.

The CDCA has contracted with PSI licensure: certification (PSI) to conduct the computer based portion of the examination. PSI provides examinations through a network of computer examination centers nationwide. PSI works closely with the CDCA to be certain that examinations meet local, as well as national requirements in basic principles and examination development standards.

GUIDELINES FOR CERTIFICATION APPLICATION/QUALIFICATION

Upon approval by the CDCA, you will be sent an eligibility postcard from PSI, including instructions for scheduling for the examination.

EXAMINATION SCHEDULING PROCEDURES

All questions and requests for information pertaining to scheduling the examination should be directed to PSI.

PSI licensure: certification
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Once you received your eligibility postcard from PSI, you are responsible for contacting PSI to schedule your examination.

Examination scheduling can be completed by utilizing the online website www.psioline.com or by calling PSI's Customer Service Center at (800) 733-9267. The Center is open:

Monday to Friday 6:00 a.m. - 9:00 p.m.;
Saturday 8:00 a.m. - 4:00 p.m. and
Sunday 8:00 a.m. - 4:30 p.m. Central Time.

PSI will make every effort to schedule the examination site and time that is most convenient for you. Appointments must be scheduled with a minimum of 24 hours notice. Please be prepared to offer alternate examination appointment choices.

Note: Only the candidate may schedule an appointment through a Customer Service Representative (CSR), not a friend or relative.

CANCELING AN EXAMINATION APPOINTMENT

You may cancel and reschedule an examination appointment without forfeiting your fee if your *cancellation notice is received 2 days before the scheduled examination date*. For example, for a Monday appointment, the cancellation notice would need to be received on the previous Saturday. You may call PSI at (800) 733-9267. Please note that you may also use the automated system, using a touch-tone phone, 24 hours a day in order to cancel and reschedule your appointment.

Note: A voice mail message is not an acceptable form of cancellation. Please use the PSI Website, automated telephone system, or call PSI and speak to a Customer Service Representative.

MISSED APPOINTMENT OR LATE CANCELLATION

Your registration will be invalid, you will not be able to take the examination as scheduled, and you will forfeit your examination fee, if you:

- Do not cancel your appointment 2 days before the schedule examination date;
- Do not appear for your examination appointment;
- Arrive after the examination start time;
- Do not present proper identification when you arrive for the examination.

SPECIAL EXAMINATION ARRANGEMENTS

All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990, and every reasonable accommodation will be made in meeting a candidate's needs.

EXAMINATION SITE CLOSING FOR AN EMERGENCY

In the event that severe weather or another emergency forces the closure of an examination site on a scheduled examination date, your examination will be rescheduled. PSI personnel will attempt to contact you in this situation. However, you may check the status of your examination schedule by calling (800) 733-9267. Every effort will be made to reschedule your examination at a convenient time as soon as possible. You will not be penalized. You will be rescheduled at no additional charge. You may also check our website at www.psiexams.com.

EXAMINATION SITE LOCATIONS

PSI has examination sites nationwide. You may find the site nearest you on the PSI website at www.psiexams.com or by calling the Customer Service Center at (800) 733-9267.

REPORTING TO THE EXAMINATION SITE

On the day of the examination, you should arrive 30 minutes before your appointment. This extra time is for sign-in, identification, and familiarizing you with the examination process. *If you arrive late, you may not be admitted to the examination site and you will forfeit your examination registration fee.*

You must provide 2 forms of identification. One must be a VALID form of government issued identification (driver's license, state ID, passport), which bears your signature and has your photograph. The second ID must have your signature and preprinted legal name. All identification provided must match the name on the eligibility postcard.

Failure to provide all of the required identification at the time of the examination is considered a missed appointment, and you will not be able to take the examination.

SECURITY PROCEDURES

The following security procedures will apply during the examination:

- Cell phones, pagers, purses, briefcases, personal belongings and children are not allowed in the examination site.
- Only non-programmable calculators that are silent, battery-operated, do not have paper tape printing capabilities, and do not have a keyboard containing the alphabet will be allowed in the examination site.
- No smoking, eating, or drinking will be allowed in the examination site.
- Copying or communicating examination content is a violation of PSI security policy and state law. Either one may result in the disqualification of examination results and may lead to legal action.

TAKING THE EXAMINATION BY COMPUTER

Taking the PSI examination by computer is simple. You do not need any computer experience or typing skills. You will use fewer keys than you use on a touch-tone telephone. All response keys are colored and have prominent characters. An illustration of the special keyboard is shown here. You may also use the mouse.

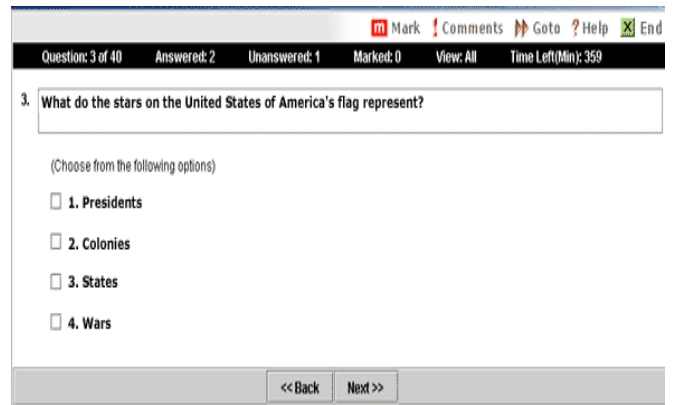
You will be directed to a semiprivate testing station to take the examination. When you are seated at the testing station, you will be prompted to confirm your name, identification number, and the examination for which you are registered.

TUTORIAL

Before you start your examination, an introductory tutorial to the computer and keyboard is provided on the computer screen. The time you spend on this tutorial, up to 15 minutes, DOES NOT count as part of your examination time. Sample questions are included following the tutorial so that you may practice using the keys, answering questions, and reviewing your answers.

One question appears on the screen at a time. During the examination, minutes remaining will be displayed at the top of the screen and updated as you record your answers.

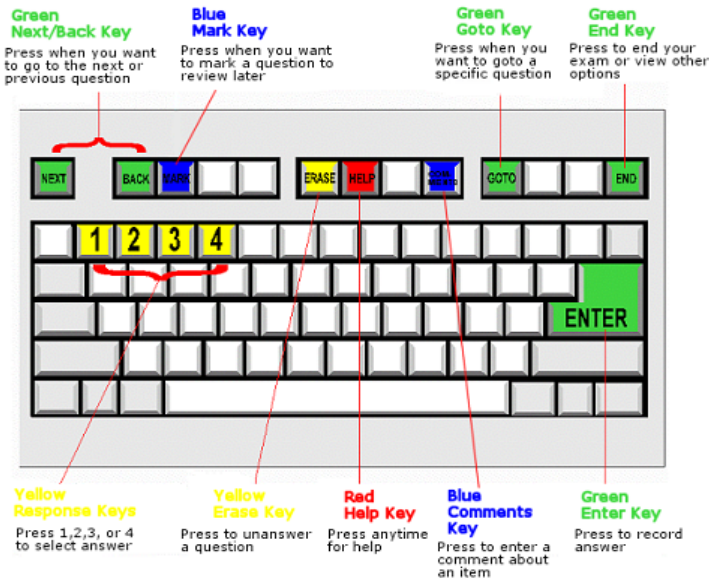
During the examination, you should press 1, 2, 3, or 4 to select your answer or press "MARK" to mark it for later review. You should then press "ENTER" to record your answer and move on to the next question.



IMPORTANT: After you have entered your responses, you will later be able to return to any question(s) and change your response, provided the examination time has not run out.

EXAMINATION REVIEW

PSI, in cooperation with the Commission on Dental Competency Assessments (CDCA), will be consistently evaluating the examinations being administered to ensure that the examinations accurately measure competency in the required knowledge areas. While taking the examination, examinees will have the opportunity to provide comments on any questions, by using the comments key on the keyboard. These comments will be analyzed by PSI examination development staff. PSI does not respond to individuals regarding these comments, all substantive comments are reviewed. This is the only review of examination materials available to candidates.



SCORE REPORTING

To pass the examination, you must achieve a minimum score of 75%.

Your score will be given to you immediately following completion of the examination. The following summary describes the score reporting process:

- **On screen** - your score will appear immediately on the computer screen. This will happen automatically at the end of the time allowed for the examination; if you are using review features, you will be able to obtain your score immediately when you indicate that you have finished and would like to see your results.
 - If you **pass**, you will immediately receive a successful notification and performance summary on the screen.
 - If you **do not pass**, you will immediately receive an unsuccessful notification on the screen along with a diagnostic report indicating your strengths and weaknesses by examination portion. Registration forms for submittal to PSI to retake the examination will be available at the examination site.
- **On paper** - an official score report will be printed at the examination site.

OFFICIAL REPORTING OF SCORES

PSI will forward official score reports to the CDCA. Upon receipt of your official scores, the CDCA office will forward your results to the appropriate state board.

TIPS FOR PREPARING FOR YOUR CERTIFICATION EXAMINATION

The following suggestions will help you prepare for your examination.

- Planned preparation increases your likelihood of passing.
- Start with a current copy of this Candidate Information Bulletin and use the examination content outline as the basis of your study.
- Read study materials that cover all the topics in the content outline.
- Take notes on what you study. Putting information in writing helps you commit it to memory and it is also an excellent business practice. Underline or highlight key ideas that will help with a later review.
- Discuss new terms or concepts as frequently as you can with colleagues. This will test your understanding and reinforce ideas.
- Your studies will be most effective if you study frequently, for periods of about 45 to 60 minutes. Concentration tends to wander when you study for longer periods of time.

DESCRIPTION OF EXAMINATIONS

EXAMINATION SUMMARY TABLE

Examination	# of Items	Time Allowed
Expanded Function Dental Assistant	100	150 minutes

CONTENT OUTLINE

Subject Area	No. of Items
Composite Restoration	20
Amalgam Restoration	20
Dental Anatomy	10
Matrices and Wedges	10
Occlusion	10
Bases and Liners	10
Cavity Classifications	5
Rubber Dams	5
Sealants	5
Crown and Bridge Provisional Fabrication	5

REFERENCE LIST

This examination is CLOSED BOOK.

The following reference materials are not allowed in the examination center:

Delmar's Dental Assisting: A Comprehensive Approach, 2007, 3rd edition, Donna J. Phinney & Judy H. Halstead, Cengage Delmar Publishing, ISBN #1418048739.

Dentistry for the Restorative Expanded Function Dental Assistant, 2006, Dr. Timothy L. Hottel, 3750 Hacks Cross Road, #102-139, Memphis, TN 38125.

Modern Dental Assisting, 2015, 11th Edition, Bird and Robinson, Elsevier.

SAMPLE QUESTIONS

The following questions are offered as examples of the types of questions you will be asked during the examination. The examples do not represent the full range of content or difficulty levels found in the actual examinations. They are intended to familiarize you with the types of questions you can expect to find in the examinations. (The answer key is found after the sample questions.)

A. A shallow, linear depression in a tooth is called a

1. groove.
2. valley.
3. line angle.
4. ridge.

B. Occlusions

When restoring posterior teeth, the marks left by the articulating paper should appear

1. as dots.
2. to resemble a donut.
3. to radiate out from the centric marks.
4. denser than the markings on other natural tooth structures.

C. Rubber Dams

What is the first step of removing a dental dam?

1. remove the dental dam clamp
2. remove the dental dam frame or holder
3. free the interseptal dam with scissors
4. use floss to dislodge the dam from between the teeth

D. Matrices and Wedges

Which type of matrix is most commonly used for amalgam restorations?

1. Shell matrix
2. Tofflemire matrix
3. Automatrix
4. Plastic strip matrix

E. Cavity Classification

Which cavity classification includes caries on the interproximal surface of anterior teeth?

1. Class I
2. Class II
3. Class III
4. Class IV

F. Bases and Liners

When placing liners in the cavity preparation it is best to use a small

1. excavator.
2. biangle chisel.
3. straight-shank hoe.
4. ball-ended instrument.

G. Amalgam Restorations

The metal alloy used in amalgam is primarily composed of

1. tin.
2. zinc.
3. silver.
4. copper.

H. Composite Restorations

When performing a composite restoration, the composite is often placed in layers to

1. make it more visible on radiographic film.
2. reduce the effect of polymerization shrinkage.
3. more effectively bond the composite to the dentin and enamel.
4. make it more resistant to fracturing.

I. Sealants

On which type of teeth would the placement of sealants be most beneficial?

1. teeth with shallow open grooves
2. teeth with deep fissures
3. teeth with occlusal restorations
4. teeth with well-coalesced pits and fissures

J. Crown and Bridge Provisional Fabrication

Which type of adhesive would typically be used to temporarily cement crowns and bridges?

1. glass ionomer
2. polycarboxylate
3. zinc phosphate
4. zinc oxide eugenol

K. Dental Laws and Ethics

Which dental function are Expanded Functions Dental Assistants (EFDA) prohibited from performing?

1. applying cavity liners
2. carving amalgam restorations
3. administering local anesthesia
4. applying sealant materials

Answer Key

- A. 1
- B. 1
- C. 3
- D. 2
- E. 3
- F. 4
- G. 3
- H. 2
- I. 2
- J. 4
- K. 3