



PSI Services LLC

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THE COMMISSION ON
DENTAL COMPETENCY
ASSESSMENTS

EXPANDED FUNCTION DENTAL AUXILIARY CANDIDATE INFORMATION BULLETIN

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

EXAMINATIONS BY PSI SERVICES LLC

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 Services LLC (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 EXAMINATION QUALIFICATION

Upon approval by the CDCA, you will be sent an Examination Eligibility Notification, including instructions for scheduling the examination.

EXAMINATION SCHEDULING PROCEDURES

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

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Once you are approved by the Commission, it is your responsibility to contact PSI to schedule for the examination. Examination scheduling can be completed by utilizing the online website at www.psiexams.com or by calling PSI's Customer Service Center at (800) 733-9267. The Center is open:

	Monday - Friday	Saturday - Sunday
Eastern Time	7:30am - 10:00pm	9:00am - 5:30pm
Central Time	6:30am - 9:00pm	8:00am - 4:30pm
Mountain Time	5:30am - 8:00pm	7:00am - 3:30pm
Pacific Time	4:30am - 7:00pm	6:00am - 2:30pm

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.

RESCHEDULING/CANCELING AN EXAMINATION APPOINTMENT

You may cancel and reschedule an examination appointment without forfeiting your fee if your *cancellation notice is received two (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.

Note: A voicemail or email message is not an acceptable form of cancellation. Please use the PSI website or call PSI to speak directly to a Customer Service Representative.

MISSED APPOINTMENT OR LATE CANCELLATION

If you miss your appointment, you will not be able to take the examination as scheduled. You will also forfeit your examination fee, if you:

- Do not cancel your appointment two (2) days before the scheduled examination date;
- Do not appear for your examination appointment;
- Are not checked in by your scheduled start time;
- Do not present proper identification when you arrive for the examination.



EXAM ACCOMMODATIONS (ADA)

All PSI examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990, and exam accommodations will be made as appropriate to meet a candidate's needs. A candidate with a disability or a candidate who would otherwise have difficulty taking the examination must follow the instructions on the Exam Accommodations Request Form at the end of this Candidate Information Bulletin.

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 scheduled examination by calling (800) 733-9267. Every effort will be made to reschedule your examination at a convenient time as soon as possible. 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 at least 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.

REQUIRED IDENTIFICATION AT EXAMINATION SITE

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. In addition, it must be current and unexpired. The second ID must have your signature and preprinted legal name.

PRIMARY IDENTIFICATION (with photo) - Choose One

- State issued driver's license
 - State issued identification card
 - US Government Issued Passport
 - US Government Issued Military Identification Card
 - US Government Issued Alien Registration Card
 - State issued temporary paper license is only acceptable if accompanied with a state issued unexpired permanent license
- NOTE: ID must contain candidate's photo, be valid and unexpired.

SECONDARY IDENTIFICATION - Choose One

- Credit Card (must be signed)
- Debit Card (must be signed)
- Wholesale store card (COSTCO, Sam's, etc.) (must be signed)
- US issued Birth Certificate with Raised Seal **NOTE:** Student ID and employment ID are **NOT** acceptable forms of identification.

If you cannot provide the required identification, you must call (800) 733-9267 at least 3 weeks prior to your scheduled appointment to arrange a way to meet this security requirement. Failure to provide all of the required identification at the time of the examination without notifying PSI is considered a missed appointment, and you will not be permitted to take the examination.

SECURITY PROCEDURES

The following security procedures apply during examinations:

- 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.
- A piece of scratch paper and a pencil will be provided to you at check-in. You will return this to the proctor at the end of the examination.



- All personal belongings of candidates should be placed in the secure storage provided at each site prior to entering the examination room. Personal belongings include, but are not limited to, the following items:
 - **Electronic devices of any type, including cellular / mobile phones, recording devices, electronic watches, cameras, pagers, laptop computers, tablet computers (e.g., iPads), music players (e.g., iPods), smart watches, radios, or electronic games.**
 - **Bulky or loose clothing or coats** that could be used to conceal recording devices or notes. For security purposes outerwear is not permitted in the testing room. Examples of outerwear include: open sweaters, cardigans, shawls, scarves, hoodies, vests, jackets and coats. **In the event you are asked to remove the outerwear, appropriate attire, such as a shirt or blouse, should be worn underneath.**
 - **Hats or headgear not worn for religious reasons** or as religious apparel, including hats, baseball caps, or visors.
 - **Other personal items**, including purses, notebooks, reference or reading material, briefcases, backpacks, wallets, pens, pencils, other writing devices, food, drinks, and good luck items.
- Although secure storage for personal items is provided at the examination site for your convenience, PSI is not responsible for any damage, loss, or theft of any personal belongings or prohibited items brought to, stored at, or left behind at the examination site. PSI assumes no duty of care with respect to such items and makes no representation that the secure storage provided will be effective in protecting such items. If you leave any items at the examination site after your examination and do not claim them within 30 days, they will be disposed of or donated, at PSI's sole discretion.
- Person(s) accompanying an examination candidate may not wait in the examination center, inside the building or on the building's property. This applies to all guests, including drivers, children, friends, family, colleagues or instructors.
- No smoking, eating, or drinking is allowed in the examination center.
- During the checkin process, all candidates will be asked if they possess any prohibited items. Candidates may also be asked to empty their pockets and turn them out for the proctor to ensure they are empty. The proctor may also ask candidates to lift up the ends of their sleeves and the bottoms of their pant legs to ensure that notes or recording devices are not hidden there.
- Proctors will also carefully inspect eyeglass frames, tie tacks, or any other apparel that could be used to harbor a recording device. Proctors will ask to inspect any such items in candidates' pockets.
- If prohibited items are found during check-in, candidates shall put them in the provided secure storage or return these items to their vehicle. PSI will not be responsible for the security of any personal belongings or prohibited items.
- Any candidate possessing prohibited items in the examination room shall immediately have his or her test results invalidated, and PSI shall notify the Department of the occurrence.
- Any candidate seen giving or receiving assistance on an examination, found with unauthorized materials, or who violates any security regulations will be asked to surrender all examination materials and to leave the examination center. All such instances will be reported to the Department.
- Once candidates have been seated and the examination begins, they may leave the examination room only to use the restroom, and only after obtaining permission from the proctor. Candidate will not receive extra time to complete the examination.

TAKING THE EXAMINATION BY COMPUTER

The examination will be administered via computer. You will be using a mouse and computer keyboard.

IDENTIFICATION SCREEN

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.

TEST QUESTION SCREEN

The "function bar" at the top of the test question screen provides mouse-click access to the features available while taking the examination.

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.

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.

Your results will be given to you immediately following completion of the examination.

- If you **pass**, you will receive an examination result report which will indicate "PASS".
- If you **do not pass**, you will receive a diagnostic report indicating your strengths and weaknesses.

DUPLICATE SCORE REPORTS

You may request a duplicate score report after your examination by emailing scorereport@psionline.com or by calling 800-733-9267.

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 LICENSE 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 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

Candidates taking the Risk Assessor, Inspector, or Supervisor examination must also pass the Virginia Law examination.

VIRGINIA LAW

# of Questions	Minimum Passing Score	Time Allowed
100	75%	150 Minutes

CONTENT OUTLINE

Subject Area	# 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

EXAMINATION REFERENCE MATERIAL

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



All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990.

Applicants with disabilities or those who would otherwise have difficulty taking the examination may request alternative arrangements by [Clicking Here](#).

Requirements for exam accommodation requests:

You are required to submit documentation from the medical authority or learning institution that rendered a diagnosis. Verification must be uploaded to PSI on the letterhead stationery of the authority or specialist and include the following:

- Description of the disability and limitations related to testing
- Recommended accommodation/modification
- Name, title and telephone number of the medical authority or specialist
- Original signature of the medical authority or specialist

MAKE SURE YOU ARE REGISTERED FOR THE EXAMINATION BEFORE REQUESTING EXAMINATION ACCOMMODATIONS

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