

Commission on Dental Testing in Ohio

Exam Information Packet

The CODT is a private not-for-profit organization that develops, administers, scores and reports the results of examinations to assist the Ohio State Dental Board in their determination of eligibility of candidates for expanded functions dental auxiliary (EFDA) certification.

EFDA Informational Packet Contents:

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Application Deadlines

May 15th, 2007

For the June 15th, 2007 Examination

August 15th, 2007

For the September 15th, 2007 Examination

E.F.D.A. Examination Test Dates

Friday, June 15th, 2007

Saturday, September 15th, 2007

Testing Site:

The Ohio State University
College of Dentistry
305 West 12th Avenue
Columbus, Ohio 43210

Those who apply to take the exam will receive test instructions that contain the room locations and check in information.

Frequently Asked Q & A

Who is eligible to take the Ohio EFDA exam?

1. Graduates of Dental Expanded Functions programs within the state of Ohio who are current Certified Dental Assistants, Certified Ohio Dental Assistants, or Registered Dental Hygienists are eligible to apply to take the CODT E.F.D.A. examination.

2. Third year dental students are eligible to apply to take the CODT E.F.D.A. examination with the written recommendation from the dean of their dental school.

3. Unlicensed Dentists who provide proper documentation following Ohio State Dental Board rules for those having received training from an accredited and non-accredited school are eligible to apply to take the CODT E.F.D.A. examination.

How do I get an Application?

New applications are mailed to all E.F.D.A. training programs in January of each year. These applications are valid for that current calendar year. Other potential candidates may contact the CODT to receive an application.

When is the Application Deadline?

Applicants are due to CODT six (6) weeks to the day prior to the examination date. Any applications postmarked after that date are to be considered late. Applications must be properly completed per attached instructions. Any applications with missing information will be considered invalid and returned to the applicant. Such applications will not be included in the lottery described below.

What is the Examination Lottery

The lottery, for determining who is chosen for the morning and afternoon session of the E.F.D.A. clinical examination, is conducted within five (5) days of the application deadline. A maximum of one hundred and thirty (130) candidates will be selected at random (i.e., names are selected from hat) in lottery fashion. Five (5) alternates will be selected above and beyond the 130 candidates, and notified that they will be called if a seat becomes available. Those not selected for the June exam will be given preference for the October exam. If a candidate fails to satisfactorily complete their training program by the examination date, the program director must notify the Commission as soon as possible to allow another qualified applicant to take the exam. Candidates should receive the examination packet two (2) weeks before the exam.

How are Applicants Assigned Identification Numbers?

After candidates and alternates are selected, candidate's last names will be placed in alphabetical order and assigned a unique number. This will serve as their identification number thereafter, for all purposes including retaking the examination. Numbers will be assigned in the following way:

Example:

Candidate 1 = 001 06 07 (to signify June, 2007 exam)

Candidate 130 = 130 06 07

Alternates will be given an identification number starting with:

Candidate #131 06 05 through #135 06 05

How are candidates notified that they are accepted into the examination?

Applicants will be notified of their candidate status at least four (4) weeks prior to the exam, according to the following guidelines:

- * An exam packet will be sent to the candidate four (4) weeks prior to the exam
- * Alternate letters are sent out four (4) weeks prior to the exam, notifying them to be prepared for last minute acceptance into the exam, but clearly stating that there cannot be a guarantee of acceptance. These persons will be notified one (1) week prior to the exam whether they will sit for the board.
- * A notification is sent to those who were not selected in the lottery, with a preference for the October exam.

What is the Procedure for Retaking the Examination?

One Time Failures

Those who have failed the exam on their first try are sent a retake application along with their failure notification by the secretary to the Commission, providing the retake falls in the same calendar year as the first attempted examination.

Two Time Failures

Those who have failed the exam two (2) times are sent a retake application with their failure notification by the Executive Secretary to the Commission.

If retakes occur during the next calendar year, candidates will be informed that the application will be available in January of the following year.

Candidates retaking the clinical examination will be differentiated from first time applicants by adding a letter to their identification number. This coding system will be known only to the Executive Secretary for clerical and tracking purposes. Candidates retaking the exam for the first time will have an “A: following their id number (i.e. 001 06 05A.) Persons retaking the exam for the second time will have a “B” added to the id number. This will provide a mechanism for easily tracking candidates through the retake process.

Educators providing remedial training, for those retaking the exam must notify the Executive Secretary of the Commission of those auxiliaries successfully completing the course. This must be done, in writing, one (1) week prior to the exam. Persons that have not completed a necessary training program will be dropped from the examination roster of candidates.

What is the E.F.D.A. examination like? What is a passing score?

The E.F.D.A. examination is presented as a written and clinical format.

The written portion is a composite of seventy five (75) multiple choice questions chosen at random from a bank of compiled questions referenced from the suggested text, Dentistry for the Restorative Expanded Dental Auxiliary, by Hottel and Ruggiero.

Seventy-five (75%) percent of the multiple questions must be answered correctly for the candidate to be successful.

The clinical portion of the exam is performed in a laboratory setting on a typodont. The Commission selects four (4) tooth preparations at random, from a bank of sixteen (16) possible preps, for the candidates to restore within a two (2) hour period. The restorations are to be completed using metallic and esthetic materials. All materials, equipment, and handpieces are the responsibility of the candidate and are not provided by the testing site. The Commission provides the typodonts and the prepped teeth only.

Candidates who accomplish a composite of seventy-five (75%) percent or better on the clinical examination will receive notification of passing the examination.

When will the results of the E.F.D.A. examination be released?

Notification of earned test scores will be sent to candidates by mail approximately 6 weeks after the exam.

Those who are successful on the written and the clinical portion of the E.F.D.A. examination will receive a letter stating that they have passed with other information about their certificate from the state dental board. Those who have failed either portion or both portions of the exam will receive a letter informing them of the failure along with a brief description of their scores.

The names of those who have passed the exam are sent to the Ohio State Dental Board to be presented at their monthly meeting for approval by the board.

Scores are not released to candidates or their representatives by telephone, facsimile, or e-mail. Individual scores are not released at any time to schools of graduation. A pass/fail notification is released to the schools only when

the applicant agrees by making the appropriate mark on their application.

How do I contact the Commission with special needs?

Since the Commission is made up of working professional who come together two times a year for the purpose of the E.F.D.A. examination, the members are not easily contacted. For special purposes and emergencies, please contact the CODT through the web page. Your information will be passed on to the CODT's Executive Secretary.

The Executive Secretary will answer your requests in a timely fashion to the best of her ability.

Check off List for the EFDA Examination

_____1. The application should be sent at least 6 weeks prior to the examination date.

The application should include:

- _____Two 2X2 photos
- _____Money order for the correct amount
- _____Notarized copy of current CDA or CODA certification, RDH licensure, or letter from dean of the dental school
- _____Completed application with the institutional seal and director or dean's signature

**Ohio State Dental Board Ohio Administrative
Code Sections 4715-11 EFDA Guidelines**

The following information was taken from the Ohio State Dental Board Law and Rules document, effective November 12, 2006. To view these documents go to: www.dental.ohio.gov/

OHIO ADMINISTRATIVE CODE CHAPTER 4715

EXPANDED FUNCTION DENTAL AUXILIARIES

4715.61 Registration required to practice as expanded function dental auxiliary; exceptions.

A) Except as provided in division (B) of this section, no person shall practice as an expanded function dental auxiliary without being registered under this chapter as an expanded function dental auxiliary.

(B) Division (A) of this section does not apply to any of the following:

(1) A dentist licensed under this chapter;

(2) A dental student who engages in any activities performed by expanded function dental auxiliaries as an integral part of a program of study leading to the receipt of a license to practice as a dentist under this chapter;

(3) An expanded function dental auxiliary student when the student participates in an educational or training activity of an accredited educational institution or a training program that does both of the following:

(a) Provides the education or training necessary to practice as an expanded function dental auxiliary;

(b) Ensures that a dentist licensed under this chapter, or a dentist who holds a limited teaching license issued under this chapter, is physically present in the facility where the expanded function dental auxiliary performs clinical dental procedures on patients.

HISTORY: 151 v H 143, S 1, Eff 5-12-07.

4715.62 Application for registration.

(A) Each individual seeking to register with the state dental board as an expanded function dental auxiliary shall file with the secretary of the board a written application for registration, under oath, on a form the board shall prescribe and provide. An applicant shall include with the completed application all of the following:

1) An application fee of twenty dollars;

(2) Proof satisfactory to the board that the applicant has successfully completed, at an educational institution accredited by the commission on dental accreditation of the American dental association or the higher learning commission of the north central association of colleges and schools, the education or training specified by the board in rules adopted under section 4715.66 of the Revised Code as the education or training that is necessary to obtain registration under this chapter to practice as an expanded function dental auxiliary, as evidenced by a diploma or other certificate of graduation or completion that has been signed by an appropriate official of the accredited institution that provided education or training;

(3) Proof satisfactory to the board that the applicant has passed an examination that meets the standards established by the board in rules adopted under section 4715.66 of the

Revised Code to be accepted by the board as an examination of competency to practice as an expanded function dental auxiliary;

4) Proof that the applicant holds current certification to perform basic life-support procedures, evidenced by documentation showing the successful completion of a basic life-support training course certified by either the American Red Cross or the American heart association.

(B) If an applicant complies with division (A) of this section, the board shall register the applicant as an expanded function dental auxiliary.

HISTORY: 151 v H 143, S 1, Eff 5-12-06.

4715.63 Renewal of registration.

(A) Registration under section 4715.62 of the Revised Code expires on the thirty-first day of December of the year following the year in which the registration occurs. An individual may renew a registration for subsequent two-year periods by submitting both of the following to the secretary of the state dental board each time the individual seeks to renew a registration:

(1) A completed application for renewal, under oath, on a form the board shall prescribe and provide;

(2) A renewal fee of twenty dollars;

(B) If an individual complies with division (A) of this section and is not in violation of any section of this chapter or rule adopted under it, the board shall renew the individual's registration for a two-year period that expires on the thirty-first day of December of the year following the year in which the registration was renewed.

(C) Registration renewals shall be made in accordance with the standard renewal procedure established under Chapter 4745. of the Revised Code.

HISTORY: 151 v H 143, S 1, Eff 5-12-06.

4715.64 Scope of practice; direct supervision by dentist.

(A) The practice of an expanded function dental auxiliary shall consist of the following;

(1) The procedures involved in the placement of restorative materials limited to amalgam restorative materials and nonmetallic restorative materials, including direct-bonded restorative materials;

(2) The procedures involved in the placement of sealants;

(3) Any additional procedures authorized by the state dental board in rules adopted under section 4715.66 of the Revised Code.

(B) An expanded function dental auxiliary shall practice under the direct supervision, order, control, and full responsibility of a dentist licensed under this chapter. At no time shall more than two expanded function dental auxiliaries be practicing as expanded function dental auxiliaries under the direct supervision of the same dentist. An expanded function dental auxiliary shall not practice as an expanded function dental auxiliary when the supervising dentist is not physically present at the location where the expanded function dental auxiliary is practicing

(C) Nothing in this section shall be construed by rule of the board or otherwise to authorize an expanded function dental auxiliary to

engage in the practice of dental hygiene as defined by sections 4715.22 and 4715.23 of the Revised Code.

HISTORY: 151 v H 143, S 1, Eff 5-12-06.

4715.65 Record of all registered persons.

The secretary of the state dental board shall keep a record of all persons registered under this chapter as expanded function dental auxiliaries. For each expanded function dental auxiliary, the record shall identify the location where the person primarily practices and the person's one or more supervising dentists.

HISTORY: 151 v H 143, S 1, Eff 5-12-06.

4715.66 Rules.

(A) The state dental board shall adopt rules as the board considers necessary to implement and administer sections 4715.61 to 4715.64 of the Revised Code. the rules shall be adopted in accordance with Chapter 119 of the Revised Code.

(B) In adopting rules under this section, all of the following apply:

(1) The board shall adopt rules specifying the education or training necessary for an individual to register as an expanded function dental auxiliary under this chapter.

(2) The board shall adopt rules specifying the standards that must be met for an examination to be accepted by the board as an examination of competency to practice as an expanded function dental auxiliary. In specifying the standards, the board shall provide that an examination will be accepted only if the entity that administered the examination required an

individual to be one of the following as a condition of admission to the examination: (

a) An unlicensed dentist who has graduated from an accredited dental college, as specified in section 4715.10 of the Revised Code, and does not have a dental license under suspension or revocation by the board;

(b) A dental student who is enrolled in an accredited dental college, as specified in section 4715.10 of the Revised Code, and is considered by the dean of the college to be in good standing as a dental student;

(c) A graduate of a dental college located outside of the United States;

(d) A dental assistant who is certified by the dental assisting national board or the Ohio commission on dental assistant certification;

(e) A dental hygienist licensed under this chapter whose license is in good standing;

(f) An unlicensed dental hygienist who has graduated from an accredited dental hygiene school, as specified in section 4715.21 of the Revised Code, and does not have a dental hygienist license under suspension or revocation by the board.

(3) The board may adopt rules specifying procedures an expanded function dental auxiliary may perform that are in addition to the procedures specified in divisions (A)(1) and (2) of section 4715.64 of the Revised Code.

HISTORY: 151 v H 143, S 1, Eff 5-12-06.

PENALTIES

4715.99 Penalties.

(A) Whoever violates section 4715.17 of the Revised Code is guilty of a minor misdemeanor on a first offense and a misdemeanor of the fourth degree on each subsequent offense.

(B) Whoever violates section 4715.18 of the Revised Code is guilty of a misdemeanor of the fourth degree.

(C) Whoever violates section 4715.09, 4715.19, 4715.20, 4715.29, 4715.32, 4715.39, 4715.52, or 4715.61 of the Revised Code is guilty of a misdemeanor of the first degree on a first offense and a felony of the fifth degree on each subsequent offense.

(D) Whoever violates any provision of this chapter for which no specific penalty has been prescribed is guilty of a misdemeanor of the fourth degree on a first offense and a misdemeanor of the second degree on each subsequent offense.

HISTORY: Bureau of Code Revision, 10-1-53; 135 v S 388 (Eff 6-27-74); 142 v H 526 (Eff 6-29-88); 145 v S 191 (Eff 10-20-94); 146 v S 2. Eff 7-1-96; 151 v H 143, S 1, Eff 5-12-06.

OHIO REVISED CODE CHAPTER 4715

4715-11-03 Expanded function dental auxiliaries; functions.

A licensed dentist may assign to expanded function dental auxiliary under his direct supervision and full responsibility the following tasks and/or procedures in addition to those basic remediable intraoral dental tasks and/or procedures as defined in rule 4715-11-01.

(A) “Advanced remediable intra-oral dental tasks and/or procedures” - all tasks and/or procedures involved in the art or placement of preventative or restorative materials limited to the following:

- (1) Pit and fissure sealants;
- (2) Amalgam restorative materials; and
- (3) Non-metallic restorative materials, including direct-bonded restorative materials.

HISTORY: 4715-11-02; 6-21-04; eff. 10-9-06

4715-11-04 Application for registration as expanded function dental auxiliary; requirements; renewal; exemptions.

(A) Each individual seeking to practice as an expanded function dental auxiliary shall register with the board in accordance with section 4715.62 of the Revised Code. An applicant for registration shall file with the secretary of the board a written application for registration, under oath, on a form the board shall prescribe and provide. An applicant shall include with the completed application all of the following:

- (1) An application fee of twenty dollars;

(2) Proof satisfactory to the board that the applicant has successfully completed, at an educational institution accredited by the American dental association commission on dental accreditation or the Higher learning commission of the north central association of colleges and schools, the education or training specified in rule 4715-11-04.1. Proof of completion of the education or training may be evidenced by a diploma or certificate of graduation of completion that has been signed by an appropriate official of the accrediting institution that provided education or training;

(3) Proof satisfactory to the board that the applicant has passed an examination that meets the standards established in rule 4715-11-04.2;

(4) Proof that the applicant holds current certification to perform basic life-support procedures, evidenced by documentation showing the successful completion of a basic life-support training course certified by either the American Red Cross or the American heart association.

(B) Registration as an expanded function dental auxiliary expires on the thirty-first day of December of the year following the year in which the registration occurs. An individual may renew a registration for subsequent two-year periods in accordance with the standard renewal procedures established under Chapter 4745. of the Revised Code by submitting both of the following to the secretary of the state dental board each time the individual seeks to renew a registration:

(1) A completed application for renewal, under oath, on a form the board shall prescribe and provide; and

(2) A renewal fee of twenty dollars.

(C) Paragraph (A) of this rule does not apply to any of the following:

- (1) A dentist licensed under this chapter;
- (2) A dental student who engages in any activities performed by expanded function dental auxiliaries as an integral part of a program of study leading to receipt of a license to practice as a dentist under this chapter;
- (3) An expanded function dental auxiliary student when the student participates in an educational or training activity of an accredited education institution of a training program that does both of the following:
 - (a) Provides the education or training necessary to practice as an expanded function dental auxiliary; and
 - (b) Ensures that a dentist licensed under this chapter, or a dentist who holds a limited teaching license issued under this chapter, is physically present in the facility where the expanded function dental auxiliary performs clinical dental procedures on patients.

HISTORY: Eff. 10-9-06

4715-11-04.1 Education or training necessary to register as an expanded function dental auxiliary.

(A) In order to register with the board as an expanded function dental auxiliary, an individual must complete an education or training course that meets all of the following requirements:

- (1) The course is offered by an educational institution accredited by the American dental association commission on

dental accreditation or the Higher learning commission of the north central association of colleges and schools.

(2) The course contains didactic, preclinical and clinical components and includes training in all of the following areas:

- (a) Nomenclature
- (b) Caries classification
- (c) Oral anatomy
- (d) Dental morphology
- (e) Periodontium
- (f) Histology
- (g) Basics of occlusion
- (h) Ergonomics
- (i) Instrumentation
- (j) Pulp protection
- (k) Dental materials
- (l) Matrix and wedge techniques
- (m) Temporization
- (o) Polishing amalgams
- (p) Non-metallic restorative material placement

(q) Non-metallic restorative material finishing and polishing

(r) Posterior amalgam and non-metallic restorations

(s) Pit and fissure sealant placement

(t) Rubber dam placement

(3) A dentist licensed under section 4715.10 of the Revised Code, or a dentist holding a limited teaching license under section 4715.16 of the Revised Code is physically present in the facility when the clinical procedures associated with the education or training of expanded function dental auxiliary are performed on patients.

(B) An unlicensed dentist who does not have a dental license under suspension or revocation by the board and who seeks to register with the board as an expanded function dental auxiliary may fulfill the requirements of paragraph (A) of this rule upon submission of proof of graduation from an accredited dental college as specified in section 4715.10 of the Revised Code.

(C) A dental student seeking to register with the board as an expanded function dental auxiliary may fulfill the requirements of paragraph (A) of this rule upon submission to the board proof that the dental student is currently enrolled in an accredited dental college and is considered by the dean of the college to have completed sufficient clinical training and be in good standing as a dental student.

(D) A graduate of an unaccredited dental college located outside the United States seeking to register with the board as an expanded function dental auxiliary may fulfill the requirements of paragraph

(A) of this rule upon submission of proof that the individual has completed sufficient clinical training at an accredited dental college as evidenced by a letter signed by an appropriate official of the accredited college that provided the clinical training.

HISTORY: Eff. 10-9-06

4715-11-04.2 Examination of applicants.

(A) Each individual seeking to register with the board as an expanded function dental auxiliary must successfully pass the examination administered by the Commission on dental testing in Ohio or an examination accepted by the board as an examination of competency to practice as an expanded function dental auxiliary.

(B) An examination may be accepted by the board only if the entity that administers the examination requires an individual to be one of the following as a condition of admission to the examination:

(1) An unlicensed dentist who has graduated from an accredited dental college, as specified in section 4715.10 of the Revised Code, and does not have a dental license under suspension or revocation by the board;

(2) A dental student who is enrolled in an accredited dental college, as specified in section 4715.10 of the Revised Code, and is considered by the dean of the college to be in good standing as a dental student;

(3) A graduate of an accredited dental college located outside the United States;

(4) A dental assistant who is certified by the Dental assisting national board or the Ohio commission on dental assistant certification;

(5) A dental hygienist licensed under this chapter whose license is in good standing; or

(6) An unlicensed dental hygienist who has graduated from an accredited dental hygiene program, as specified in section 4715.21 of the Revised Code, and does not have a dental hygiene license under suspension or revocation by the board.

HISTORY: Eff. 10-9-06

4715-11-05 Dentists may employ and supervise expanded function dental auxiliaries.

(A) A dentist may utilize, under his direct supervision, no more than two expanded function dental auxiliaries at any given time. This restriction is independent of the limitation on the number of licensed dental hygienists who may be employed to perform the duties of a licensed dental hygienist as defined in sections 4715.22 and 4715.23, of the Revised Code.

(B) A dentist may utilize, under his direct supervision, those persons who qualified under previous board rules, to perform advanced remediable intra-oral dental tasks and/or procedures subject to the provisions outlined in rule 4715-11-03 of the Administrative Code.

(C) A licensed dentist who utilizes expanded function dental auxiliaries must maintain in his office a current record of the training received by said expanded function dental auxiliaries, and his certification that said persons are currently competent to perform the specific advanced remediable intra-oral dental tasks and/or procedures which said licensed dentist assigns to said

expanded function dental auxiliaries. Such information shall be recorded on forms obtainable from the Ohio state dental board, a copy to be returned to the Ohio state dental board.

HISTORY: Replaces: 4715-11-04, eff. 6-21-04

4715-11-06 Non-delegable dental tasks and/or procedures.

The following dental tasks and/or procedures shall not be delegated by any licensed dentists:

- (A) Definitive diagnosis and treatment planning.
- (B) The final placement of any fixed or removable appliances.
- (C) The final removal of any fixed appliance.
- (D) The therapeutic intra-oral adjustment of any fixed or removable appliance.
- (E) Cutting procedures utilized in the preparation of the coronal or root portion of the tooth.
- (F) Cutting procedures involving the supportive structures of the tooth.
- (G) The placement of the final root canal filling.
- (H) Final impressions of any tissue-bearing area, whether it be hard or soft tissue, upon which a prosthetic restoration is to be placed. Taking of impressions for athletic mouthguards or other similar appliances is not to be construed as a final impression.
- (I) Occlusal registration procedures for any prosthetic restoration, whether it be fixed or removable.

(J) The final placement of prefabricated or cast restorations or crowns.

(K) Retraction of the gingival sulcus prior to the direct or indirect impression technique.

(L) Procedures utilizing light amplification by stimulated emission of radiation (LASER) technologies (excluding caries susceptibility testing devices).

(M) Any other dental tasks and/or procedures which are prohibited by law or agency-level 4715 rules of the Administrative Code.

HISTORY: Replaces: 4715-11-03, eff. 6-21-04