



Pennsylvania Expanded Function Dental Assistant (EFDA)

Candidate Information Bulletin

March 2023

QUICK REFERENCE

PENNSYLVANIA STATE BOARD OF DENTISTRY

www.dos.pa.gov/dent

P.O. Box 2649

Harrisburg, PA 17105-2649

(717) 783-7162 * Fax (717) 787-7769

Hours of Operation 8:00 am – 5:00 pm M-F, Closed on Federal and State Holidays

Contact the Pennsylvania State Board of Dentistry to:

- Clarify information about licensure
- Change your current name **or address**
- Obtain license verification

PEARSON VUE® PENNSYLVANIA EXPANDED FUNCTION DENTAL ASSISTANTS EXAMINATION

<http://www.pearsonvue.com/pa/bpoa>

Attn: Regulatory Program Manager

5601 Green Valley Dr.

Bloomington, MN 55437

(877) 883-1370

Monday–Friday 8am–11pm; Saturday 8am–5pm; Sunday 10am–4pm (Eastern Time Zone)

Go to Pearson VUE's website (<http://www.pearsonvue.com/pa/bpoa>) to:

- Download a candidate handbook
- Download the *Duplicate Score Report Form* from the candidate handbook

Call or email (pearsonvuecustomerservice@pearson.com) Pearson VUE to:

- Obtain a copy of your *Authorization to Test* (ATT) letter
- Obtain information regarding your Score Report
- Obtain information regarding your examination
- Schedule, cancel, or reschedule an examination

Accommodation Requests (<http://pearsonvue.com/accommodations>):

- Request an accommodation for testing under the Americans with Disabilities Act (ADA) guidelines

Call or email (st-dentistry@pa.gov, (717) 783-7162) the PA State Board of Dentistry to:

- Obtain information regarding your Application for Examination
- Verify Eligibility Requirements

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INTRODUCTION

This handbook is for candidates who want to be licensed as an Expanded Function Dental Assistant (EFDA) in Pennsylvania. It describes the steps you, the candidate, must follow to apply for and test. Please read this handbook in its entirety.

The Pennsylvania Department of State has contracted with Pearson VUE to create, score, and report the results of the examination you must take to become licensed. The contact information (including web services) for Pearson VUE are listed in the *Quick Reference* on the inside front cover of this handbook.

ELIGIBILITY AND APPLICATION PROCESS

You You must submit a completed Application for a Expanded Function Dental Assistants Certification with supporting documentation and fees prior to being approved to sit for the examination. Applications must be submitted electronically to the Pennsylvania Department of State via the Pennsylvania Licensing System (PALS) at: <https://www.pals.pa.gov>. The application fee is \$110 (USD).

ELIGIBILITY ELIGIBILITY REQUIREMENTS FOR THE EXPANDED FUNCTION DENTAL ASSISTANTS EXAMINATION

In The State Board of Dentistry regulates the certification of Expanded Function Dental Assistants in the Commonwealth of Pennsylvania. Upon application, the Board examines for, denies, or approves and issues certificates to Expanded Function Dental Assistants. In addition to evaluating the qualifications and fitness of applicants for certification, the Board's functions include establishing standards of professional dentistry practice and conducting hearings upon complaint. Upon approval by the Board, you will be sent an Authorization to Test email from Pearson VUE, including instructions for paying and scheduling for the examination.

APPLICATION FEE

If If you are applying for approval to take the examination for the first time, you must submit the *Application for Expanded Function Dental Assistants Certification* through PALS and pay the \$110 application fee.

Application fees through PALS are only acceptable via credit and debit. Candidates who do not possess a credit or debit card should contact the Board..

APPROVAL TO TEST NOTICE

Once your application has been approved by the State Board of Dentistry, you will receive an approval to test notice via email. Please schedule your test online by using the Pearson VUE web reservations site at: <http://www.pearsonvue.com/pa/efda>.

EXAM SCHEDULING, CANCELLATION, AND RESCHEDULING

The Exam will be given at a Pearson VUE computer-based testing facility. Once you have received your approval to test notice, please schedule your test online by using the Pearson VUE web reservations site at: <http://www.pearsonvue.com/pa/bpoa>.

EXAM FEE

The exam fee (\$99) can be paid by credit card, debit card, or electronic check (payable to Pearson VUE). Personal checks are not accepted. Exam fees are paid online at www.pearsonvue.com at the conclusion of the exam scheduling process.

CANCELLATION AND RESCHEDULING POLICY

If you cannot attend your Exam, you must contact Pearson VUE at least forty-eight (48) hours before the day of the exam to reschedule. If you do not attend your exam, and have not contacted Pearson VUE at least forty-eight (48) hours before the exam date, your exam fee will NOT be refunded and you cannot transfer the fee to another exam date. You may not give your exam date to another person.

ABSENCE POLICY

Candidates who are late or absent from an exam may call Pearson VUE within 14 days of the exam date to request an excused absence. A case number will be assigned, and supporting documentation can be emailed to Caseattachments@pearson.com. For example, if you are absent because of illness of yourself or an immediate family member, you must email a copy of the original doctor's note to Caseattachments@pearson.com.

Acceptable excuses include:

- Illness of yourself or an immediate family member
- Death in the family
- Disabling traffic accident
- Court appearance or jury duty
- Military duty
- Weather emergency

WEATHER EMERGENCIES

Exams may be delayed or cancelled if severe weather or a natural disaster makes the test site unsafe or impossible to reach. Candidates will be notified if the exam is cancelled and may take the exam on another day at no additional cost.

ADA ACCOMMODATIONS

Pearson VUE complies with the provisions of the Americans with Disabilities Act as amended. The purpose of accommodations is to provide candidates with full access to the test. Accommodations are not a guarantee of improved performance or test completion. Pearson VUE provides reasonable and appropriate accommodations to individuals with documented disabilities who demonstrate a need for accommodations.

Test accommodations may include things such as:

- A separate testing room
- Extra testing time
- A Reader or Recorder, for individuals with mobility or vision impairments and cannot read or write on their own test accommodations are individualized and considered on a case-by-case basis. All candidates who are requesting accommodations because of a disability must provide appropriate documentation of their condition and how it is expected to affect their ability to take the test under standard conditions. This may include:
 - Supporting documentation from the professional who diagnosed the condition, including the credentials that qualify the professional to make this diagnosis
 - A description of past accommodations the candidate has received

The steps to follow when requesting test accommodations vary, depending on your test program sponsor. To begin, go to <http://pearsonvue.com/accommodations>, and then select your test program sponsor from the alphabetized list. Candidates who have additional questions concerning test accommodations may contact the ADA Coordinator by e-mailing accommodationspearsonvue@pearson.com.

EXAM DAY

Please arrive at the test center thirty (30) minutes before your scheduled appointment time. This will give you adequate time to complete the necessary sign-in procedures. Be prepared to show identification. If you arrive more than fifteen (15) minutes late for your appointment, you may be refused admission and exam fees may be forfeited.

No personal items may be taken into the testing room. This includes all bags, books not authorized by the sponsor, notes, phones, pagers, watches and wallets.

WHAT TO BRING

You MUST bring the following items with you to the Examination test site:

- Two (2) forms of current (unexpired) signature-bearing identification. (One MUST be photo-bearing, see list below). PLEASE NOTE: The signature and names must match exactly to what was submitted on your application. If you come to the test site without the proper ID, you will not be allowed to take the exam and you will lose your exam fee.

No other materials will be allowed.

All exam questions, each form of the exam, and all other exam materials are copyrighted by and the property of Pearson VUE. Any distribution of the exam content or materials through any form of reproduction, or through oral or written communication, is strictly prohibited and punishable by law. Anyone who removes or tries to remove exam material or information from the test site will be prosecuted to the fullest extent of the law.

ACCEPTABLE FORMS OF CANDIDATE IDENTIFICATION

Candidates must present two (2) forms of current signature identification. The primary identification must be government-issued and photo-bearing with a signature, and the secondary identification must contain a valid signature. Identification must be in English. Note: Candidates are not permitted to enlist another individual (proxy) to test on their behalf

Primary ID (photograph and signature, not expired)

- Government-issued Driver's License
- U.S. Dept. of State Driver's License
- U.S. Learner's Permit (plastic card only with photo and signature)
- National/State/Country ID card

- Passport
- Passport Card
- Military ID
- Military ID for spouses and dependents
- Alien Registration Card (Green Card, Permanent Resident Visa)

Secondary ID (signature, not expired)

- U.S. Social Security card
- Debit (ATM) card
- Any form of ID on the Primary ID list

If the ID presented has an embedded signature that is not visible (microchip), or is difficult or impossible to read, the candidate must present another form of identification from the Primary ID or Secondary ID list that contains a visible signature.

Pearson VUE does not recognize grace periods. For example, if a candidate's driver's license expired yesterday and the state allows a 30-day grace period for renewing the ID, the ID is considered to be expired.

TESTING POLICIES

The following policies are observed at each test center:

Lateness

Arrive at the test center thirty (30) minutes before your scheduled examination starts. If you are late for your scheduled examination, or do not bring all of your required materials, you will NOT be allowed to test and your examination fee will NOT be returned (see *Cancellation and Rescheduling* for more details).

Electronic Devices

Cellular phones, pagers or any other electronic devices are not permitted to be used and must be turned off during testing. There is no place for storage of personal belongings at the test centers.

Personal Belongings/Study Aids

You are not permitted to take personal belongings such as briefcases, large bags, study materials, extra books or papers into the examination room. Any such materials brought into the examination room will be collected and returned to you when you have completed the examination. Pearson VUE is not responsible for lost or misplaced items.

Eating/Drinking/Smoking

You are not permitted to eat, drink, or smoke during the examination.

Misconduct

If you cause a disturbance of any kind or engage in any kind of misconduct, you will be dismissed from the examination and the incident will be reported to the Pennsylvania State Board of Dentistry. Decisions regarding disciplinary measures are the responsibility of the Pennsylvania State Board of Expanded Function Dental Assistants Examiners.

Guests/Visitors

Guests, visitors, pets, interpreters, or children are not allowed at the test centers.

SCORE REPORTING

Your official Certification will verify passage of the exam and confirm the preliminary report. To obtain your Certification, an Application for Licensure must be completed via PALS at: <https://www.pals.pa.gov>.

SCALED SCORE

The passing scores of the licensing examinations were set by the Pennsylvania Board of Dentistry (in conjunction with Pearson VUE) after a comprehensive study was completed for each examination. Raw scores are converted into scaled scores that can range from 0 to 100. To avoid misuse of score information, numeric scores are only reported to failing candidates. The scaled score that is reported to you is neither the number of questions you answered correctly nor the percentage of questions you answered correctly. With a passing score of 80, any score below 80 indicates how close the candidate came to passing, rather than the actual number or percentage of questions the candidates answered correctly.

PASSING/CONTENT OUTLINE

After Pearson VUE will forward examination results directly to the Pennsylvania State Board of Dentistry. Upon receipt of your official passing score, the Board office will process and issue your official certificate that will authorize you to practice as an expanded function dental assistant in the Commonwealth of Pennsylvania.

NON-SCORED QUESTIONS

If Your examination contains 5 non-scored questions. The use of such questions is an essential step in developing accurate future examinations. These questions will NOT be scored and time to answer them has been added to the time allowed. If you lose your Score Report or need a duplicate Score Report, you can access this via your Pearson account.

DUPLICATE SCORE REPORT

If you lose your Score Report or need a duplicate Score Report, you can access this via your Pearson account.

CONTENT OUTLINE

EXPANDED FUNCTION DENTAL ASSISTANT EXAMINATION

100 Scored Items - 142 Minutes - 80% Correct to Pass
4 Non-Scored Items - 8 Minutes

Subject Area	No. of Items
Dental Anatomy	11
Occlusions	7
Rubber Dams	5
Matrices and Wedges	10
Cavity Classifications	5
Bases and Liners	10
Amalgam Restorations	15
Composite Resoration	20
Sealants	5
Coronal Polishing and Flouride Application	5
Dental Law and Ethics	7

REFERENCE MATERIALS

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.

Pennsylvania Code, Title 49: Professional and Vocational Standards, Chapter 33: State Board of Dentistry.

The Dental Law, Act of May 1, 1933, P.L. 216, No. 76 Cl. 63, as amended, 63 P.S. §§ 120 – 130I

TEST SITES

The Exam will be given at a Pearson VUE computer-based testing facility. Once you have received your *Authorization to Test* notice, please schedule your test online by using the Pearson VUE web reservations site at: <http://www.pearsonvue.com/pa/Expanded Function Dental Assistants/>

Below is list of some of the cities in which you can test. However, candidates may test at any of our US test centers.

Testing Site Location
Allentown
Altoona
Erie
Harrisburg
Philadelphia
Pittsburgh (East)
Pittsburgh (West)
State College

EXAMINATIONS

Examination	Total Items	Scored Items	Pre-test Items	Exam Time Allotted
Expanded Function Dental Assistants	100	95	5	142 minutes

PEARSON VUE HOLIDAY SCHEDULE

No exams on the following holidays or holiday weekends:

New Year's Day	Memorial Day	Labor Day	Christmas Day
Martin Luther King, Jr. Day	Independence Day	Thanksgiving	