



SEATTLE CENTRAL COLLEGE

One of the Seattle Colleges

Expanded Function Dental Auxiliary (EFDA) Certificate Program

EFDA Program Admission Information Packet Class of 2025

SCC EFDA Certificate Program

Address: 1200 12th Ave S Seattle, WA 98144

Phone: 206-934-4186

Email: DentalPrograms@SeattleColleges.edu

EFDA Program Website:

<https://healthcare.seattlecentral.edu/programs/expanded-function-dental-auxiliary-certificate>

Interim Director: Lauren Acheson, RDH, EFDA, CDA

Seattle Central College's EFDA Program is accredited by the
Washington State Department of Health
Dental Quality Assurance Commission
PO Box 47852 Olympia, WA 98504-7852
360-236-4700

Updated: October 2024 (New: Appendix F)

Seattle Central College EFDA Program Application Packet

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I. Program Learning Outcomes

Graduates of the Seattle Central College Expanded Function Dental Auxiliary Program will:

1. Demonstrate ethical and professional behavior and service to diverse populations.
2. Support evidence-based dental care as a member of the oral healthcare team.
3. Value their responsibility to the community by providing community service and outreach.
4. Appreciate the scientific method, self-assessment, and life-long learning for continual professional growth and development.
5. Achieve personal and professional goals in diverse settings based on the Seattle Central College learning outcomes.

II. Eligibility

To be eligible as an applicant for the Seattle Central College EFDA Program, ALL requirements must be completed by the application deadline (NO EXCEPTIONS).

Admission to the SCC EFDA program is open to all qualified students regardless of economic or social status and without discrimination on the basis of race, color, sex, marital status, beliefs, age, national origin or disability.

Physical demands on an EFDA

The EFDA profession is extremely demanding physically and requires very fine motor skills and movement.

If you have difficulty in any of the areas listed below, we strongly encourage you to discuss the impact of these difficulties on a career in dental hygiene with your physician.

If you are still concerned after discussing with your physician, we encourage you to make an appointment with the Executive Director of Dental Programs, 206.934.3184, to discuss additional options.

If you have difficulty in any of these areas, we also encourage you to seek information from Disability Support Services office to determine if there is a reasonable accommodation available to support your progress in the program.

Visual Acuity

- Acute enough to read small printed labels on medications
- Acute enough to read small numbers on instruments

Hearing Acuity

- Acute enough to hear and understand words spoken when muffled by a mask
- Acute enough to hear blood pressures and heart rate with stethoscope

Speaking Ability

- Verbal expression clear and distinct enough to enunciate dental terminology while wearing a facemask
- Ability to express thoughts clearly

Digital Dexterity

- Agile enough to handle dental instruments with both left and right hands
- Able to bend at the wrist and the elbow

Professionalism

- Able to complete required tasks/functions under stressful conditions
- Self-directed
- Able to interact professionally with all members of the dental team

III. Commitment

The EFDA Program is a vigorous and intense program of study. Success in the program requires major commitment to make studying a priority. Study outside of class is a requirement.

Although the EFDA program is geared toward working dental assistants, working more than 32 hours per week is discouraged due to the time requirements in the program. Students need to have good time management skills as well as assistance with childcare and finances.

IV. Campus Locations

Seattle Central College EFDA Program is located at the Health Education Center at the Pacific Tower in Beacon Hill. Beyond the educational and clinical learning experiences at the Health Education Center, students will have the opportunity to engage in clinical activities at external sites throughout Seattle.

V. EFDA Program Application Requirements

1. Attend a [SCC EFDA Program Information Session](https://healthcare.seattlecentral.edu/programs/dental/get-started-in-efda)
(<https://healthcare.seattlecentral.edu/programs/dental/get-started-in-efda>)
2. [Apply to Seattle Central College](https://seattlecentral.edu/enroll-now)
(<https://seattlecentral.edu/enroll-now>)
3. Complete the [SCC directed self-placement](https://seattlecentral.edu/enrollment-and-funding/enrollment-and-admissions/placement-for-classes) (<https://seattlecentral.edu/enrollment-and-funding/enrollment-and-admissions/placement-for-classes>) for English and Math readiness. Minimum eligibility for EFDA program applicants are:
 - ENGL 98
 - MATH 87/91
4. Contact a [Seattle Central College academic advisor](https://seattlecentral.edu/campus-life/student-support-and-services/transfer-and-career-advising) (<https://seattlecentral.edu/campus-life/student-support-and-services/transfer-and-career-advising>) to verify that you are program eligible
5. Review and complete the [online EFDA Program Application](https://apply.seattlecolleges.edu/expandedfunctiondentalauxiliary).
(<https://apply.seattlecolleges.edu/expandedfunctiondentalauxiliary>) This requires submission of the following. All worksheets are available within the online application portal.
 - Information Session Attestation Worksheet
 - “Program Ready worksheet” from applicant’s successful meeting with SCC Academic Advising (Serves as verified proof of SCC eligibility for ENGL 98 and for MATH 87/91)
 - High school diploma or GED
 - Healthcare provider Basic Life Support (BLS) certification, expiring after August 2025
 - First aid certification, expiring after August 2025
 - SCC EFDA Pathway Worksheet. Applicants must select and satisfy one of the following pathways:
 - Pathway 1
 - Graduate from a CODA-accredited dental assisting program, AND
 - Minimum of 5 years (10,000 hours) verified work experience as a dental assistant.
 - Pathway 2

- Current Certified Dental Assisting (CDA) certification via DANB AND
 - Minimum of 2 years (3,500 hours) verified work experience as a dental assistant. 5 years (10,000 hours) preferred.
- Work History Verification Worksheets
 - EFDA Externship Contact Information Worksheet
6. All qualified applications received by September 30 will be contacted to schedule a manual dexterity examination in October, which is a proctored assessment of an applicant in the clinical completion of a temporary crown. See Appendix E: Manual Dexterity Examination
 7. Qualified applications received after September 30 may be offered manual dexterity examinations if there is remaining space in the EFDA class.

VI. Application and Selection Criteria

Students are accepted by first satisfying all program admission requirements by the application deadline, and then by a point system based on the manual dexterity exam.

VII. Admission Procedure

Only students with completed online applications will be considered for admission to the Seattle Central College (SCC) EFDA Program. It is the student's responsibility to ensure that all requirements are satisfied and all required documents are uploaded in the online application for admission.

Using the selection criteria, up to 20 applicants will be offered admissions into the program, which begins courses in the Winter Quarter.

VIII. Post-Admittance Requirements

After acceptance for admission and before beginning courses, students will receive detailed instructions for meeting each the following mandatory requirements:

1. All admitted students are required to attend a mandatory orientation session to ensure students and program are prepared for the start of the program.
2. Complete a national background check.

- Complete health requirement compliance. Students are required to have a physical, eye, and hearing exams as well as provide proof of immunizations.

Required Immunizations (lab results must be included):

Immunization	Requirement	Documentation Needed
Hepatitis B	Positive titer showing immunity	Lab results
Influenza	1-dose given (during flu season September – June)	Vaccine record
Tuberculin test	2-step tuberculin test OR QuantiFERON®-TB Gold In-Tube test (GFT-GIT) showing no active TB (must be done before entering the program)	Two negative test or lab results [Note: TB test is positive, it is necessary to have a chest x-ray and a TB Assessment signed by a healthcare provider]
Measles, Mumps, and Rubella (MMR)	Positive titer showing immunity	Lab results
Varicella (chickenpox)	Positive titer showing immunity	Lab results
Tetanus, diphtheria, pertussis	1-dose within the last two years or TD within 10 years	Vaccine record
COVID vaccination	Must have full vaccination (2 weeks past final 1 or 2-dose series) before entering the program	Vaccine record (boosters may be required every 6 months)

- Provide proof of current personal health insurance coverage.
- Provide proof of supplemental professional liability insurance coverage.
- Acceptance into the EFDA program requires professional membership in the American Dental Assistant’s Association (ADAA)

IX. Reapplication Policy

If an applicant is not accepted into the program and wishes to reapply at the next admission cycle, the applicant should attend another information session and resubmit an application by the deadline. All program requirements must be satisfied prior to submission of the EFDA application. No extra application points will be awarded for reapplications.

X. Reasonable Accommodations for Students with Disabilities

Seattle Central College is committed to providing qualified students with a disability an equal opportunity to access the benefits, rights, and privileges of services, programs and activities in an accessible setting appropriate to the student's needs. No student shall, on the basis of her or

her disability, be excluded from participation, be denied the benefits of, or otherwise be subject to discrimination under any Seattle Central College program or activity.

Seattle Central College is committed to providing an accessible setting appropriate to the student's needs, in compliance with the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973 and the disability laws of the State of Washington.

To receive reasonable accommodations, students are responsible both for requesting accommodations and for providing appropriate written documentation as defined in the implementing procedures.

The Accessibility Resource Center on at Seattle Central College shall be responsible for implementation of this policy and the related procedures.

Legal Authority: US Americans with Disabilities Act (P.L. 93–112) and RCW 49.60.

<https://seattlecentral.edu/about/policies-and-procedures/equal-opportunity-institution>

XI. Program Criminal Background Check

Seattle Central College has established a background check procedure, which will be provided to students upon acceptance into the program. Students will be sent a link to have a criminal background check. This must be completed prior to orientation. Results from the background check are sent directly to the program by the company conducting them. Clinical facilities may request additional background checks.

XII. Scope and Sequence

<p>SEATTLE CENTRAL COLLEGE</p> <p><u>EFDA Program Scope & Sequence</u></p> <p>REQUIREMENTS FOR THE</p> <p>Certificate in Expanded Function Dental Auxiliary</p>

Effective Winter 2025

TOTAL PROGRAM CREDITS REQUIRED: **15**

EFDA CERTIFICATE COURSES: **CREDITS**

***Quarter 1* Winter**

EFDA 100	Procedures I (1 hour lecture)	1
EFDA 110	Dental Coronal Anatomy (2 hours lecture)	2
EFDA 111	Dental Materials and Techniques (2 hours lecture)	2
		5

***Quarter 2* Spring**

EFDA 101	Restorative Laboratory (6 hours laboratory)	3
EFDA 200	Procedures II (1 hour lecture)	1
EFDA 212	Ethics and Jurisprudence (1 hour lecture)	1
		5

***Quarter 3* Summer**

EFDA 201	Restorative Clinic (8 hours laboratory/clinic)	4
EFDA 202	EFDA Exam Preparation (1 hour lecture)	1
		5

XIII. Estimated Program Expenses

Estimated Cost of the Program (updated June 2024)			
Approximate costs for the 3-quarter Expanded Function Dental Auxiliary (EFDA) program, based on Washington State resident tuition rates are listed below. Prerequisite course expenses, room and board are not included. (Seattle Central College does not have dormitories.) Please keep in mind that these costs are estimated and are subject to change.			
Fee	Estimated Program Total	Quarter	Estimated Quarterly Fees
SCC Tuition (15 units) ^a	\$1913.85	Q1 5 credits	\$637.95
		Q2 5 credits	\$637.95
		Q3 5 credits	\$637.95
Lab fees ^b	\$4845.00	Q1	\$1615.00
		Q2	\$1615.00
		Q3	\$1615.00
SCC Student Activity Fee (\$60/quarter)	\$180.00	Q1	\$60.00
		Q2	\$60.00
		Q3	\$60.00
SCC Technology Fee (\$3/credit, max \$54)	\$45.00	Q1	\$15.00
		Q2	\$15.00
		Q3	\$15.00
SCC Instructional Technology Fees (\$4.50/credit)	\$67.50	Q1	\$22.50
		Q2	\$22.50
		Q3	\$22.50
Miscellaneous fees	Student ID Card	Q1	\$10.00
	Uniform/Shoes	Q1	\$300.00
	Books	Q1	\$300.00
	Liability Insurance	Q1	\$45.00
	Instrument kit	Q1	\$1000.00
	Loupes	Q1	Varies with student choices
Estimated Total	\$8706.35	Q1	\$4005.45
		Q2	\$2350.45
		Q3	\$2350.45

^a Resident tuition rates shown are for the 2024-2025 academic year and are subject to change by the state legislature. Non-resident, international, and veteran tuition rates can be found at: <https://seattlecentral.edu/enrollment-and-funding/enrollment-and-admissions/tuition-and-payment>. All SCC fees are collected when quarterly tuition is due.

^b Lab fee includes labcoats, supplies, and licensure exams (WARE written exam with DANB and restorative clinical exam with CRDTS).

Appendix A: EFDA Application Information Session Attestation



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Information Session Attestation

As an applicant to the SCC EFDA Program, I attest that I participated in an SCC

EFDA Program Information Session on _____.
(date of information session)

Applicant name (printed): _____

Applicant signature: _____

Appendix B: EFDA Application EFDA Pathway Worksheet



Seattle Central College Expanded Function Dental Auxiliary (EFDA) Program Application

SCC EFDA Pathway Worksheet

Select one of the following pathways.

Applicants must provide proof of corresponding qualifications and work history that correspond to the selected pathway.

Applicant name: _____

Pathway 1

- Graduate of a CODA-accredited dental assisting program
AND
- 5 years (10,000 hours) of verified work history as a dental assistant

Pathway 2

- Current Certified Dental Assistant (CDA) certification from DANB
AND
- 5 years (10,000 hours) of verified work history as a dental assistant.
OR
2 years (3,500 hours) of verified work history with personal
statement explaining preparedness for the EFDA program

Appendix C: EFDA Application Work History Verification Worksheet



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Seattle Central College Expanded Function Dental Auxiliary (EFDA) Program Application

Work History Verification Worksheet

Provide a separate worksheet for each reported employer for which the applicant is reporting dental assisting work experience.

Applicant name: _____

Clinic name: _____

Dates of employment: _____

Hours of work as a dental assistant: _____

Clinic Address:	
Contact name:	
Contact phone:	
Contact email:	

Comments from employer:

Appendix D: EFDA Application Externship Contact Information Worksheet



Seattle Central College Expanded Function Dental Auxiliary (EFDA) Program Application

EFDA Externship Contact Information Worksheet

Applicants to the SCC EFDA Program must have an externship site secured with which to complete the required 80-hour externship during the summer quarter. Please provide the contact information for this site below so that an affiliation agreement may be coordinated.

Applicant name: _____

Externship site contact information

Clinic Name:	
Clinic Address:	
Contact name:	
Contact phone:	
Contact email:	

Appendix E: Manual Dexterity Examination

A. General Information

The manual dexterity examination for entry into the Expanded Function Dental Auxiliary (EFDA) Program is designed to test manual dexterity skills. EFDA Applicants in program-ready status are eligible to take this examination.

B. Examination Information

The examination will take no more than 1 hour to complete. There will be 15 minutes for the clinical orientation and exam set-up; 30 minutes for the clinical component; and 15 minutes for clean-up.

C. Admission to Clinical Examination

All candidates are required to appear at the designated site on time and in appropriate clinical attire. This includes scrubs, safety glasses, clinic appropriate shoes, and mask. The exam proctor has the authority to dismiss a candidate if the appropriate clinic attire is not worn.

Each candidate must present at the examination site:

- One piece of official identification with the candidate's picture and signature
- Each candidate MUST bring his or her own safety goggles.

D. Scoring

Applicants taking the Clinical Examination will receive a score for the required skills to fabricate a temporary crown. Each skill will be scored using the Evaluation Criteria listed in this instruction packet (see below). Each applicant's score will be used to rank applicants for admission into the EFDA Program.

E. Clinical Examination

The clinical part is designed to evaluate the manual dexterity skills of the applicant through performance criteria in basic skills. Candidates may refer to this brochure as needed during the clinical examination.

F. Models/Casts

The candidate must use a ModuPRO One (M300) manikin from Acadental for the clinical examination. Temporary crowns submitted for grading become the property of the Seattle Central College Dental Programs and cannot be returned to applicants.

G. Additional Information

- Applicants will be provided with the necessary supplies and materials. These may NOT be shared with any other candidate.
- The candidate is to have their Applicant Photo Identification (driver's license, etc.) prior to entering the examination room.
- Materials MUST be checked and initialed by the examiner prior to starting the exam (e.g., casts, crowns). Do NOT begin any procedure until the examiner has initialed the materials. Both the maxillary and mandibular casts (as well as their storage box) must be marked with the applicant's identification number. Make sure your name is NOT written on the model or the box.
- Applicants may NOT wear nametags. Please cover any name that may appear on your clothing.
- The candidate is not to carry on conversations with any other candidates.
- The candidate is to remain in their assigned seat and may not walk around the testing site.
- The candidate must leave the completed test materials at their assigned seat.
- Please mark the box with your candidate identification number. Do not write your name on the casts or box.
- The candidate must leave the cubicle or unit neat and clean. All products must be removed and properly disposed.

H. Criteria for Placement of Acrylic Custom Temporary Crown

- Instruments and Supplies (will be provided by SCC for examination)
- Mouth mirror
- Explorer
- Cotton forceps
- Scissors- crown & collar
- Gloves and mask
- Appropriate instruments for placing a temporary crown
- Acidental Model ModuPRO One (M300)
- Low speed handpiece
- Burs

I. Set-up Procedures

- The candidate identification number must be placed on the outside of the manikin box.
- All materials must be out and available for the examiner's review before the candidate begins the procedure.
- Using a pre-made preliminary impression in Blu-Mousse, the candidate will construct and place an acrylic custom temporary crown on the prepared tooth. The tooth must remain in the model during the fabrication. The correct size crown must be fabricated. The crown will NOT be cemented onto the tooth.
- After the exam, the candidate will secure the cast, temporary crown, and preliminary impression in their box. The examiner will collect all materials.

J. Evaluation Criteria

Criteria	Description	Not meeting standard (1 point)	Approaching standard (2 points)	Acceptable, fully meets standard (3 points)
Proximal Contacts	There must be visual contact with the adjacent teeth	No visual contacts present	Only one visual contact present (mesial or distal)	Two visual contacts present (mesial AND distal)
Crown Anatomy	Must fit mesiodistally. It is acceptable if the crown is too wide bucco-lingually.	Does not fit mesiodistally	Only fits mesially OR distally	Fits both mesially AND distally
Length of Margins	The crown margin must be at or no more than 1 mm occlusal to the margin of the preparation	Crown extends apical to the margin	Crown >1mm occlusal to the margin of the preparation	Crown margin <1mm occlusal to the margin of the preparation
Adaptation of Margins	The surface of the temporary crown and margin must be smooth and well adapted to the contour of the tooth. Contour must be established to approximate the original contour of the tooth	No surface or contour criteria met. Surface of crown is rough OR contour does not approximate original contour of tooth	Only 1 surface and contour criteria met. Surface of crown is smooth OR contour approximates original contour of tooth.	Surface and contour criteria met. Surface of crown is smooth AND contour approximates original contour of tooth.
Occlusion	The crown must be in ideal occlusion OR out of occlusion with the opposing arch	Crown articulates with the opposing arch (>2mm articulation mark)	Crown articulates with opposing arch in 1 location (1-2mm articulation mark)	Crown is in ideal occlusion (<1mm articulation mark) or is out of occlusion with the opposing arch

K. References

The following suggested references are NOT intended to be all-inclusive.

- Administrative Rules of the Board of Dentistry, promulgated under the authority of Act 368, P.A. 1978.
- Ash, Major M. "Wheeler's Dental Anatomy, Physiology and Occlusion". Philadelphia; W.B. Saunders.
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- DeLyre, Wolf R. "Essentials of Dental Radiology for Dental Assistants and Hygienists". Englewood Cliffs, New Jersey; Prentice-Hall.
- Fehrenbach, Margaret J. and Herring, Susan W. "Illustrated Anatomy of the Head and Neck." Philadelphia; W.B. Saunders.
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- Fried, Lawrence. "Anatomy of the Face, Jaws, Head and Neck". Philadelphia; Lea and Febiger. Frommer, Herbert H. "Radiology for Dental Auxiliaries". St. Louis; C. V. Mosby.
- Gilmore, Lund, Bales and Veonetti. "Operative Dentistry".
- Hatrick, Eakle, and Bird. "Dental Materials: Clinical Applications for Dental Assistants and Dental Hygienists". Saunders, 2003
- Hirsch, S. and Ostrofsky, M. "Dental Assisting Review". Arco Publishing, Inc.
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- Phinney, DJ and Halstead, "Dental Assisting: A Comprehensive Approach". Delmar Roberson, T.M., Heymann, H.O., and Swift, E.J., "Sturdevent's Art and Science of Operative Dentistry". Mosby
- Torres, Hazel O. and Ehrlich, Ann. "Modern Dental Assisting: Philadelphia; W.B. Saunders. Walker, S. "Comprehensive Review of Dental Assisting". Wiley and Sons Publishing, New York

- Wilkins, Esther. "Clinical Practice of the Dental Hygienist". Philadelphia; Lea and Febiger.
- Woodall, I. "Legal, Ethical and Management Aspects of the Dental Care System". C. V. Mosby Co. Zwemer, Thomas J. "Boucher's Clinical Dental Terminology, 4th Edition, St. Louis; C. V. Mosby Co.

Appendix F: "Program Ready" Academic Advising Worksheet



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"Program Ready" Confirmation from meeting with SCC Academic Advising

After completing the SCC directed self-placement assessments in both English and math, make an appointment with SCC Academic Advising to complete this form.

This section must be completed by an SCC Academic Advisor:

Applicant name: _____

Applicant successfully applied to Seattle Central College

- Applicant's SCC Student Number: _____
- Applicant's assigned SCC E-mail address: _____
(note: this email address might not yet be active, but we need to know what it will be if you become a student in the SCC EFDA program)

Directed Self-Placement Assessment: English

Applicant completed the Directed Self-Placement for English, and the course choice is:

- *NOTE: the minimum for EFDA Applicants is ENGL 98*

Directed Self-Placement Assessment: Math

Applicant completed the Directed Self-Placement for Math, and the course choice is:

- *NOTE: the minimum for EFDA Applicants is MATH 87/91*

Date of SCC Advising meeting: _____

Name of SCC Academic Advisor: _____

SCC Academic Advisor comments: