



# EXPANDED FUNCTION DENTAL AUXILIARY (EFDA) PROGRAM OVERVIEW & APPLICATION

## EFDA Program Overview

This 18-credit part-time certificate program is designed to prepare certified dental assistants and licensed dental hygienists to become licensed in Washington State as an Expanded Function Dental Auxiliary (EFDA). Course content is designed to prepare students for the Washington Restorative Exam (WARE) and the Restorative portion of the Western Regional Examining Board (WREB) or CRDTS Exam. The program combines didactic, laboratory and clinical instruction to prepare EFDA's for such duties as placing and contouring restorations, final impressions, as well as performing certain dental assisting procedures under general supervision. EFDA students will participate in approximately 100 hours of lab practicing EFDA procedures, including placing over 100 restorations on typodonts. Upon passing a laboratory competency exam, during the final quarter, students will participate in on-campus patient clinics under the supervision of BTC faculty and staff dentists as well as complete a clinical practicum with their sponsoring dentist. Students must complete the clinical requirements placement process to be cleared to attend the clinical practicum portion of the program.

Students must have a sponsoring dentist in whose office the student will complete 40-hours of EFDA related clinical experience in the final quarter. EFDA sponsors will help facilitate students' completion of laboratory assignments and mentor the students. Students will secure their own sponsor dentist prior to applying to the program.

## Financial Aid

Federal financial aid is only available for degree or certificate programs at 30 credits or greater. Therefore the 18-credit EFDA program does not qualify; however, students are encouraged to apply for scholarships and alternative loans as early as possible. EFDA students may be eligible for alternative funding assistance. Students will be responsible for purchasing program supplies and costs associated with completing the clinical requirements placement process in addition to tuition and fees. See the BTC [Student Financial Resources](#) website for more information about paying for the EFDA Program.

Please note: EFDA License application fees, WARE Clinical Exams, and WREB or CRDTS Restorative Exam fees are not included as part of the program. If a student needs to complete the CDA exam in order to become a licensed EFDA, that will be an additional fee.

## EFDA Admissions Process Overview

This 3-quarter part-time program accepts program-ready students using a first-come, first-served waitlist. Applicants must have completed prior dental assistant training and meet the admission criteria listed below. Additionally, applicants must have a sponsoring dentist who will mentor them and provide access to a sufficient number of clinical experiences.

After admission to the program and prior to starting clinical rotations students must complete the clinical requirement placement process. Information about this process is included in this packet.

In order to apply, students will need to submit the EFDA Application Form, proof of training and work experience or certification, and Sponsor Agreement Form (included in this packet). Before applying students must have all admissions requirements on file with BTC. Incorrect or incomplete applications will not be considered.

Depending on a student's training and work experience or certification there are two pathways for students to be eligible to apply to the EFDA Program. Please refer to the next section for more information about what is required for each pathway. Please note: students only need to meet one of the two pathways, not both. Students are encouraged to meet with the Allied Health College Navigator for more information about how to apply to the EFDA Program. Appointments can be scheduled by emailing [advising@btc.edu](mailto:advising@btc.edu).

## EDFA Admissions Pathways

<b>Admissions Pathway 1</b> Training & Work Experience	<b>OR</b>	<b>Admissions Pathway 2</b> Dental Assistant National Board (DANB) Certified Dental Assistant
What is needed to be included with EFDA Application:		What is needed to be included with EFDA Application:
<ul style="list-style-type: none"> <li>Official Transcript from <a href="#">CODA Accredited Dental Assisting Program</a> showing program completion</li> </ul> <p><b>AND</b></p> <ul style="list-style-type: none"> <li>Completed Work Experience Verification Form (included in the packet) verifying a minimum of 1200 hours worked as a Dental Assistant in the last 5 years</li> </ul>		<ul style="list-style-type: none"> <li>Current DANB Dental Assistant certification</li> <li>Copy of DANB Dental Assistant Certificate</li> <li>Program staff will verify DANB Certification using the <a href="#">DANB-Issued Credential Verification</a> website</li> </ul>

### Steps for Applying to the EFDA Program:

1. Apply to BTC using the [WA State Web Admission Center](#)
2. ACCUPLACER NextGen placement test scores (or other equivalent assessment) demonstrating placement into ENGL&101, OR submit official transcripts verifying completion of Applied English (AENGL 100) or English Composition I (ENGL& 101). Transcripts must be sent to the BTC Admissions office. More info can be found on the [BTC Transfer Student](#) website.
3. Secure a sponsoring dentist and have the sponsoring dentist complete the **Dental Sponsor Agreement Form** (included in this packet).

NOTE: Your sponsor MUST be willing to attend one calibration session at the BTC Dental Clinic and be willing to have you place restorations on patients in their office once you have completed your typodont requirements.

4. Depending on applicant's certification status they will need to follow one of the two admissions pathways.
  - Applicants who meet the eligibility for **Pathway 1** will need to include a copy of their Official Transcript showing successful completion of a CODA accredited Dental Assisting Program AND completed Verification of Work Experience form with their application.

**OR**

  - Applicants who meet eligibility for **Pathway 2** will need to provide a copy of their DANB Dental Assistant Certificate with their application.
5. Submit your completed application, Sponsor Agreement Form, and proof of certification or training to [healthinfo@btc.edu](mailto:healthinfo@btc.edu) or mail to:

Attn: EFDA Program  
 Bellingham Technical College  
 Haskell Center Room 206  
 3028 Lindbergh Ave.  
 Bellingham, WA 98225

6. Students will be notified by email that their application has been received within 10 business day. Students with complete applications will be added to the waitlist and offered a seat in an upcoming fall quarter cohort. Cohort seat offers generally are emailed to applicants on the waitlist in spring.

## Clinical Placement Requirements- (EFDA) Program

Students must meet the following requirements in order to be eligible for placement in a clinic rotation. The clinic requirement placement process begins after acceptance into the EFDA Program.

### American DataBank ([Bellinghamtechcompliance.com](http://Bellinghamtechcompliance.com))

Students will be required to create an account with [Bellinghamtechcompliance.com](http://Bellinghamtechcompliance.com). Information on how to create your account will be emailed to you by the EFDA Program. The cost will be approximately \$120. Students will use Complio for their background check, UA, physical exam, and immunization tracking for the duration of the EFDA Program. Students will need to upload all their clinical documentation to the website and keep their clinical placement requirements current through [Bellinghamtechcompliance.com](http://Bellinghamtechcompliance.com).

### Criminal History Background Inquiry & Urine Drug Screening

Students must pass a criminal history background check and provide a negative 10-panel urine drug test. Information on the background check process and disqualifying crimes can be found on the Criminal History Background Check Info Sheet. Students with pending and/or disqualifying crimes are not eligible for clinic rotations. Dilute UA samples require rescreening within five business days at an additional cost and a second dilute sample is considered a positive. If your final drug test results are positive, you will be ineligible to participate in the program for one year. *Instructions for initiating the process and creating an account will be emailed to you from the EFDA Program.*

### Physical Exam

All students must show evidence of satisfactory health status by physical examination within 6 months prior to starting clinic rotations (**Get your physical exam after July 4<sup>th</sup>**). The examination may be conducted by a physician or mid-level provider (PA, ARNP) and the provider must sign off that you have met the **Essential Qualifications of EFDA Students** and whether or not there are any health problems or limitations that may interfere with your ability to complete clinic rotations while enrolled in the EFDA program.

### CPR Certification

Students are required to be **American Heart Association (AHA) BLS Provider** (Healthcare Provider) CPR certified. Courses sponsored by the American Red Cross or any other agency are not acceptable. Several sections of AHA 201 Healthcare Provider CPR are offered at BTC. Go to [www.btc.edu/TakeClasses](http://www.btc.edu/TakeClasses) to find course offerings. The course must include an in-person hands-on skills check. Online courses that do not include in-person hands-on skills are not acceptable.

### Health Insurance

You must submit proof of current health insurance coverage. Student Injury-only insurance is acceptable and information on how to enroll is available on the [BTC website](http://BTC website). Your health insurance must be current throughout the duration of the program and you must notify the EFDA program of changes to your health insurance.

### Tuberculous Screening (TB test)

One of the following methods of TB screening is required to show proof of negative TB status:

- **2-Step Skin Test (TST):** A two-step is an initial injection that is then read by your nurse or doctor within 48-72 hours. The test must be repeated (second step) no earlier than one week from the 1<sup>st</sup> reading. A typical schedule is as follows:
  1. Initial appointment – first test (injection) is placed
  2. Second appointment – 48-72 hours after receiving the first test, it is read (measured)  
Wait – 1 to 3 weeks after reading of the first TB test
  3. Third appointment– second test (injection) is placed
  4. Fourth appointment – 48-72 hours after receiving the second test, it is read (measured)*If you have had a two-step TB (TST) screening in the past, you only need to have a one-step screening done each year. If more than a year has passed since your last TST, you must start over with the two-step process.*
- **IGRA Quantiferon or TSpot:** is a blood test that is ordered by your healthcare provider, you go to a lab to have your blood drawn and then you receive the results.
- **Chest x-ray and annual symptom review:** is usually done only for people who have tested positive for TB from either the TB skin test or blood test. Students who were born outside the United States may have received a vaccination that now shows up as a positive result on the skin test. Proof of a negative chest x-ray is required, but students do not need to get an x-ray every year. To maintain current with this type of screening students need to have their healthcare provider complete an annual symptom review.

## Immunizations

EFDA students must have proof of all the required immunizations on file with the EFDA Program before they can attend clinical. If you need to update your immunizations you may submit partial proof initially and then complete the process after the quarter starts **but before** beginning clinical rotations.

- **MMR (Measles-Mumps-Rubella):** proof of 2 MMR vaccinations in your lifetime or positive titer indicating immunity to Measles, Mumps and Rubella is acceptable.
- **Tdap:** you must have proof of having received one Tdap (tetanus, diphtheria, acellular pertussis) booster immunization *since 2006*. Students are encouraged to be up to date on their tetanus vaccination as well but is not required.
- **Varicella:** proof of 2 varicella vaccinations in your lifetime or positive titer indicating immunity to varicella. The vaccination or titer may be waived (*for varicella only*) if your healthcare provider signs off stating the date (m/d/y) that you had the disease (chicken pox).
- **Hepatitis B (Hep B):** proof of a positive titer indicating immunity to Hepatitis B or proof of at least the first Hep B vaccination in the sequence. It is the student's responsibility to complete the sequence (3 injections and a positive titer indicating immunity) and submit proof to the EFDA Program. Students are required to complete the Hep B series while they are in the program.
- **Influenza:** you will be required to obtain an influenza vaccine during flu season. Proof of vaccination must include current season, the date of vaccination, and practitioner/location where your vaccination was administered. Only medical exemptions are accepted in place of yearly influenza vaccination. Contact the program manager for information about the medical exemption.

## Next Steps- Once you have been offered a seat in an EFDA cohort

1. The clinical placement requirements process begins after you have been offered a seat in the program.
2. You may begin by gathering your immunization records. If you are unsure of your current vaccinations the WA DOH offers online access to the vaccine registry at <https://wa.myir.net/>. You will need to register and create an account. Next you can make an appointment with your healthcare provider for a physical exam but be aware that the ***physical exam must be completed no earlier than 6 months prior to the start of clinical.*** You will need to download the Physical Exam form from Complio.
3. You will receive an email from the program with deadlines for completing clinical requirements, instructions for creating an account and submitting documentation to [Bellinghamtechcompliance.com](http://Bellinghamtechcompliance.com).
4. Complete the urine drug screen (UA) and background check by the deadline. Creating your Complio account and paying for the services initiate the background check process.  
You are responsible for scheduling your UA appointment at the designated collection site. Negative results will be available within 3 business days from collection. If the test is non-negative it will transmit to a Medical Review Officer (MRO) for review. The MRO will contact you by phone with next steps. If your sample is dilute you will need to retest at additional cost. *BTC staff cannot be involved in the drug testing process in any way.*
5. Start the 2-step TB skin test process as it can take three or more weeks to complete.
6. Upload your clinical requirements documentation and Physical Exam form to Complio and electronically sign the required clinical placement forms.

**For questions about the clinical placement requirement process, please contact Allied Health Programs Program Office Coordinator Billie Baker, at 360 752-8447 or [bbaker@btc.edu](mailto:bbaker@btc.edu)**

**For questions about [Bellinghamtechcompliance.com](http://Bellinghamtechcompliance.com) (Complio/American DataBank), please contact Instructional Technician Shelby Traeger at [straeger@btc.edu](mailto:straeger@btc.edu).**



# EXPANDED FUNCTION DENTAL AUXILIARY (EFDA) PROGRAM APPLICATION

*Completion of this application does not guarantee admission to the BTC EFDA Program. Incomplete applications will not be accepted.  
Students will be notified by email of application status and seat offer.*

**Applicant Name** (please print): \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_ **SID:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**Former Name(s):** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Current Mailing Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Submit application in one of the following ways:** email [healthinfo@btc.edu](mailto:healthinfo@btc.edu) or by mail to Attn: EFDA Program, Haskell Center Room 206, 3028 Lindbergh Ave., Bellingham, WA 98225.

By checking the boxes below, attaching the required documentation, and signing this form, you are indicating that the items are complete and you are program-ready.

	Current BTC application: must have applied online to <a href="http://www.btc.edu/ApplyOnline">www.btc.edu/ApplyOnline</a> within the last year, or reapply using the same link if it has been more than 1 year
	ACCUPLACER Next Gen scores or official transcripts verifying completion of Applied English (AENGL 100) or English Composition I (ENGL& 101) on file with BTC Admissions office
	Sponsor Agreement Form, completed and signed (attach form)
	<b>Admissions Pathway 1</b>
	<ul style="list-style-type: none"> <li>• Official Transcript from CODA Accredited Dental Assisting Program showing program completion (attach copy of transcript)</li> </ul> <p><b>AND</b></p> <ul style="list-style-type: none"> <li>• Completed Work Experience Verification Form verifying a minimum of 1200 hours worked as a Dental Assistant in the last 5 years (attach form)</li> </ul>
	<b>OR</b>
	<b>Admissions Pathway 2</b>
	<ul style="list-style-type: none"> <li>• Copy of current Dental Assistant DANB Certificate (attach copy of certificate)</li> </ul>

All correspondence is conducted through email. It is the applicant's responsibility to keep their contact information current with BTC and the EFDA Program.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date





# EXPANDED FUNCTION DENTAL AUXILIARY (EFDA) PROGRAM WORK EXPERIENCE VERIFICATION FORM

Applicants applying to the Expanded Function Dental Auxiliary Program (EFDA) program who meet the eligibility for Pathway 1 must provide proof of Dental Assistant work experience. **This form is only required for students applying to the program who are not currently DANB Certified Dental Assistants.** Pathway 1 applicants must have worked as a Dental Assistant or Dental Hygienist for a minimum of 1200 hours within the last 5 years.

**TO BE COMPLETED BY STUDENT:**

Student Full Name (please print): \_\_\_\_\_

List any previous names: \_\_\_\_\_

SID: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Active unencumbered WA State certification or license**

*Complete information below AND attach printout from the [Washington State Dept. of Health \(DOH\) website](#)*

Credential Type: \_\_\_\_\_ Credential Number: \_\_\_\_\_

First Issue Date: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**TO BE COMPLETED BY THE EMPLOYER:**

Job Title/Position: \_\_\_\_\_

Company/Agency Name: \_\_\_\_\_

Company/Agency Phone: \_\_\_\_\_

Company/Agency Address: \_\_\_\_\_  
\_\_\_\_\_

Dates of Employment: \_\_\_\_\_ Number of Hours Worked: \_\_\_\_\_

Supervisor or Human Resources Representative:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_







# EXPANDED FUNCTION DENTAL AUXILIARY (EFDA) PROGRAM SPONSOR AGREEMENT FORM

Thank you for considering sponsoring an EFDA student. The EFDA program at Bellingham Technical College consists of three part-time quarters of didactic, laboratory and clinical training. EFDA students will participate in approximately 100 hours of lab practicing EFDA procedures, including placing over 100 restorations on typodonts. Upon passing a laboratory competency exam, during the final quarter, students will participate in up to five on-campus patient clinics of 6-hours each under the supervision of BTC faculty and staff dentists.

In order to ensure our students, have a wide variety of patient experiences we request your assistance in providing a student with 40 additional hours (approximately 15 assorted restorations) of EFDA related clinical experience in the student’s final quarter by supervising students placing restorations on patients in your office. EFDA sponsors should help facilitate students’ completion of laboratory assignments (usually placing a filling on a typodont) and mentor our students where needed.

Sponsoring dental offices must be able to agree to the additional training conditions:

- Provide the EFDA student with clinical experience placing and finishing restorations during their last quarter on patients in your office.
- Provide written and verbal constructive guidance to the student and to college faculty on forms provided.
- Provide facility and/or equipment needed for the student to place amalgam and composite restorations on a typodont outside of class as needed (typically 1-2 restorations per week; students will have their own instruments/supplies).
- Attend a **MANDATORY** calibration session to review evaluation forms, procedures and criteria as required by DQAC at the BTC Dental Clinic. Dates for these sessions will be emailed to the address provided on this form.
- Before clinical experiences commence, sign the standard BTC Dental Assisting externship site agreement (available to view upon request).
- A dentist may only sponsor one student at a time. A small group practice may sponsor two students or a large group practice may sponsor up to three students with the program director’s approval and so long as students are not providing clinical services at any time with only one dentist supervising.
- A licensed dental hygienist or licensed EFDA competent in restorative procedures may be delegated by you to provide direct supervision of fillings in your office. The person responsible for direct supervision should attend the calibration session.

I, \_\_\_\_\_ **agree to sponsor:**  
**Print Name**

\_\_\_\_\_ **according to the terms listed above.**  
**Print EFDA Applicant’s Name**

\_\_\_\_\_ **Signature** \_\_\_\_\_ **Date**

\_\_\_\_\_ **Delegated Supervisor (if applicable)** \_\_\_\_\_ **Title**

\_\_\_\_\_ **Practice Name** \_\_\_\_\_ **Practice Address**

\_\_\_\_\_ **Person Attending Calibration Session** \_\_\_\_\_ **Email Address for Attendee**

Your cooperation is greatly appreciated. Thank you for supporting a student in the BTC EFDA Program.



## Instructions for filling out and signing forms\*

### Using an app or software download

- Get an app or software download: **Adobe Reader** or **Adobe Fill and Sign** mobile app (free software downloads or app for phone or tablet)
  - **Mobile app:** go to the Google Play or App Store and search for Adobe Reader or Adobe Fill and Sign. You only need the free versions, you will need to provide an email and agree to the terms.
  - **For PC or Mac:** go to <https://acrobat.adobe.com/us/en/acrobat/pdf-reader.html> or <https://get2.adobe.com/reader/othersversions/>
- Open the form using the app or software. Fill in and sign the form. Save a copy to your computer or phone then email to BTC to submit the completed form.
- Additional apps:
  - iPhone/iPad: pdfFiller, SignNow, SignEasy
  - Android: Fillr, WPS Fill & Sign, Fill and Sign PDF forms

### Using a scanner app to email printed form

- Download a scanner app from Google Play or App Store
  - iPhone/iPad apps: Adobe Scan, Document Scanner, CamScanner, Scanner for me, Microsoft Office Lens (there are lots of apps to choose from)
  - Android apps: Simple Scan, Adobe Scan, Document Scanner, CamScanner, Microsoft Office Lens (there are lots of apps to choose from)
- Print form, fill in and sign.
- Scan the completed form using the app, convert it to a PDF (preferred over JPEG) and email it to BTC to submit the form.

#### Do:

- Do use an app or software to fill and sign your form electronically.
- Do save the form on your computer, phone or tablet so you have a copy for your records.
- If you prefer to print the form and fill it out, do use a scanner app to create a PDF that can be emailed as an attachment.

#### Don't:

- Do NOT take a picture of your printed and filled out form and email the picture. Pictures do not email well in a format that allows BTC staff to process them. You will be asked to resend your form.
- Do NOT fill in the form using your browser only. When you email the form, it will not come through filled in or signed.

\*These instructions are provided for your information only and BTC does not endorse or receive monetary compensation from any software company or app listed here. This information is provided to assist students to complete the form electronically or to print, scan and email the form.