Application Instructions

Application Period: February 1 – April 1, 2026 (rolling admissions until capacity is reached).

Application can be accessed via a portal link on the Sinclair EFDA webpage or here
https://sinclaircc.wufoo.com/forms/dental-auxiliaries-shortterm-certificate/.

Interested individuals can email EFDA@sinclair.edu to receive an email with a link to the application once it becomes available.

All application materials must be uploaded directly to the application portal. **Documents sent via email will not be accepted.**

Applications will not be reviewed until all required items are submitted.

Required Documentation:

- Completed application with your signature and the required DDS signatures.

    o You can download the form in advance here: **Satellite Dentist Employer Information Form (PDF)**

- Copy of current Certified/Registered Dental Assistant (CDA or RDA) or Registered Dental Hygienist (RDH) credentials showing expiration date

- Copy of current BLS Healthcare Provider CPR certification

- Proof of Hepatitis B immunity or vaccination

Program Overview

The **Expanded Function Dental Auxiliary (EFDA) Certificate Program** is a sequential, three-semester program totaling **13 credit hours (180 contact hours)**. Students receive intensive education and training in the placement of amalgam and tooth-colored restorations.

Eligibility:

Applicants must have a minimum of 2 years of clinical assisting experience.

Applicants must be one of the following:

- Certified Dental Assistant (CDA)

- Registered Dental Assistant (RDA)

- Registered Dental Hygienist (RDH)

Prerequisite: CDAs and RDAs must first complete **Dental Anatomy (EFD 1102)**, a six-week summer A-term course, before advancing to EFDA courses in the fall and spring.

Certification: Upon completion of the program, graduates are eligible to sit for the state-designated Ohio EFDA examination. Passing this exam is required for EFDA registration with the Ohio State Dental Board.

Class Schedule

Students indicate a preferred class day (Monday, Wednesday, or Friday, 8:30 AM – 3:30 PM).
While preferences are considered, final assignments depend on lab availability.
If enrollment does not support three sections, only two will be offered.

Orientation

A **mandatory orientation** will be held on **the first Wednesday in April** (prior to the summer term). Students will register for courses at this time.

- New students: Apply to Sinclair at https://apply.sinclair.edu/.

- Returning students: Update your Sinclair account if it has not been active within the past year.

Failure to complete these steps will delay program entry.

Program Expectations

- EFDA students must be familiar with restorative dental procedures before beginning **EFD 1102**.

- The program is **time-intensive and demanding**, requiring consistent attendance, textbook/lecture study, weekly assignments, quizzes, midterms, and finals.

- Courses must be completed in sequence to progress.

- Students must demonstrate fine motor skills, attention to detail, and the ability to work with both direct and indirect vision.

Clinical Experience

- Students must secure a **satellite dental office** and supervising dentist for their clinical practice. Sinclair does not provide placements.

- Clinical participation begins once lab proficiency is demonstrated and approved by the course coordinator.

- **Satellite Dentist Night** (mandatory): First Wednesday in December, 7:00–8:00 PM. Both students and supervising dentists must attend. Absence may prevent program continuation.

Program Costs

- **EFD 1102 Dental Anatomy (Summer):** 1 credit hour

- **Fall & Spring EFDA Courses:** 12 credit hours (6 each semester)

- **Total Program Hours:** 13 credit hours

Estimated Costs (Montgomery County residents):

- Tuition: Based on current Sinclair tuition rates

- Lab Kit (Fall): $2,000

- Lab Kit (Spring): $1,000

- Lab Fees: $180 (Fall) + $180 (Spring)

- Books: ~$100

- **Total Estimated Program Cost:** $6,185

Important:

- Fees are due at the beginning of each semester; no exceptions.

- As a short-term certificate program, EFDA is **not typically eligible for financial aid.** Students pursuing an associate degree in health sciences may qualify for aid depending on total credit hours. Contact an Academic Advisor at **937-512-3700** for guidance.

State Registration

To become a registered EFDA with the Ohio State Dental Board, graduates must pass one of the following exams (approx. $850, subject to change):

- Commission on Dental Testing: CODT State Board Exam

- American Board of Dental Examiners EFDA Exam: ADEX Board Exam

Exams are offered in May following program completion. Testing with Sinclair-provided equipment is available at the Dayton Campus.

Note: Successful program completion does not guarantee passing the exam.

Contact Information

For questions, email **efda@sinclair.edu**.

- All correspondence will be conducted via email.

- Responses can be expected within 48 business hours.

- A confirmation reply will verify receipt.

- Sinclair is not responsible for incomplete applications due to missed communication.