



PSI Services LLC

<https://test-takers.psiexams.com/cadenb>

Before scheduling  
your examination,  
be sure you understand  
the contents of this bulletin.  
Please retain and use it as a  
reference when contacting PSI.

## Dental Board of California Registered Dental Assistant in Extended Functions, Dental Sedation Assistant Permitholder & Orthodontic Assistant Permitholder Examinations



### CANDIDATE INFORMATION BULLETIN

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Please refer to our website to check for the most updated information at <https://test-takers.psiexams.com/cadenb>.

## EXAMINATION REGISTRATION PAYMENT AND SCHEDULING PROCEDURES

Once a candidate is determined to be eligible, the Board will notify the examination administration contractor, PSI Services LLC (PSI). PSI will mail a scheduling notice indicating how the candidate may schedule an examination.

Your examination eligibility expires, and your application is deemed abandoned if your fail to take the written examination within one year after being deemed eligible by the Board. This is the date on the eligibility letter the Board sends to you. When your eligibility expires, you will need to reapply to the Board to be considered eligible to take either written examination.

### FEES

The following fee table lists the applicable fee for the examination. The fee is for each registration, whether you are taking the examination for the first time or repeating it.

#### EXAMINATION FEES

Dental Sedation Assistant Permitholder Examination (\$27.23)

Dental Assistant in Extended Functions Examination (\$41.75)

Orthodontic Assistant Examination (\$36.91)

**NOTE: REGISTRATION FEES ARE NOT REFUNDABLE OR TRANSFERABLE**

In most California testing centers, testing does not take place on the following major holidays:

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

### INTERNET SCHEDULING

You may schedule for your test by completing the online Test Registration Form. The Test Registration Form is available at PSI's website, <https://test-takers.psiexams.com/cadenb>. You may schedule for a test via the Internet 24 hours a day.

Log onto PSI's website and select Sign in / Create Account. Select Create Account. You are now ready to pay and schedule for the exam. Enter your zip code and a list of the testing sites closest to you will appear. Once you select the desired test site, available dates will appear.

### TELEPHONE REGISTRATION AND SCHEDULING

For telephone registration, you will need a valid credit card (VISA, MasterCard, American Express or Discover).

1. Complete the Examination Registration Form, including your credit card number and expiration date, so that you will be prepared with all of the information needed to register by telephone.
2. PSI registrars are available at (877) 392-6422, Monday through Friday between 4:30 am and 7:00 pm, and Saturday-Sunday between 6:00 am and 2:30 pm, Pacific Time, to receive the information listed on your Examination Registration Form and to schedule your appointment for the examination.

### FAX REGISTRATION AND SCHEDULING

For Fax registration, you will need a valid credit card (VISA, MasterCard, American Express or Discover).

Complete the Examination Registration Form, including your credit card number and expiration date.

1. Fax the completed form to PSI (702) 932-2666. Fax registrations are accepted 24 hours a day.
2. If your information is incomplete or incorrect, it will be returned for correction.

Please allow 4 business days to process your Registration. After 4 business days, call PSI at (877) 392-6422, Monday through Friday between 4:30 am and 7:00 pm, or Saturday-Sunday between 6:00 am and 2:30 pm, Pacific Time. You may also schedule online by accessing PSI's registration website at <https://test-takers.psiexams.com/cadenb>.

### STANDARD MAIL REGISTRATION AND SCHEDULING

1. Complete the PSI Examination Registration Form (found at the end of the bulletin). Payment of fees may be made by credit card (VISA, MasterCard, American Express or Discover), money order, company check or cashier's check. Make your money order or check payable to PSI and print your social security number on it to ensure that your fees are properly assigned. **CASH AND PERSONAL CHECKS ARE NOT ACCEPTED.**
2. Mail the completed registration form and payment to:

PSI Services LLC

ATTN: Examination Registration CA DENTAL BOARD  
(877) 392-6422

<https://test-takers.psiexams.com/cadenb>

Please allow 2 weeks to process your Registration. After 2 weeks, you may schedule your examination by calling PSI at (877) 392-6422, Monday through Friday between 4:30 am and 7:00 pm, or Saturday-Sunday between 6:00 am and 2:30 pm, Pacific Time. You may also schedule online by accessing PSI's registration website at <https://test-takers.psiexams.com/cadenb>.

## CANCELING AN EXAMINATION APPOINTMENT

You may cancel and reschedule an examination appointment without forfeiting your fee *if your cancellation notice is received 2 days prior to the scheduled examination date*. For example, for a 9:00 a.m. Monday appointment, the cancellation notice would need to be received before 9:00 a.m. on the previous Saturday. You may call PSI at (877) 392-6422.

**Note:** A voicemail or email message is not an acceptable form of cancellation. Please use the PSI Website or call PSI and speak directly to a Customer Service Representative.

## MISSED APPOINTMENT OR LATE CANCELLATION

If you miss your appointment, you will not be able to take the examination as scheduled, further you will forfeit your examination fee, if:

- You do not cancel your appointment 2 days before the scheduled examination date;
- You do not appear for your examination appointment;
- You arrive after examination start time;
- You do not present proper identification when you arrive for the examination.

## EXAMINATION SITE CLOSING FOR AN EMERGENCY

In the event that severe weather or another emergency forces the closure of an examination site on a scheduled examination date, your examination will be rescheduled. PSI personnel will attempt to contact you in this situation. However, you may check the status of your examination schedule by calling (877) 392-6422. Every effort will be made to reschedule your examination at a convenient time as soon as possible. You will not be penalized. You will be rescheduled at no additional charge.

## **SPECIAL ACCOMMODATIONS AVAILABLE**

Requests for special testing accommodation must be received by the Board at the time the examination application is submitted to allow for processing. Accommodations that fundamentally alter the measurement of the skills or knowledge the examination is intended to test will not be provided.

## REQUESTING EXAMINATION ACCOMMODATIONS

Accommodations will not be provided at the examination site unless prior approval by the Board has been granted. Reasonable, appropriate, and effective accommodations may be requested from the Board by submitting the "Request for Accommodation of Disabilities" package, which can be obtained from the Board's Web site ([www.dbc.ca.gov](http://www.dbc.ca.gov)).

The Board will contact you once approved with further instructions. Do not call PSI to schedule your examination until you have received written notification from the Board regarding your request for accommodations.

## **EXAMINATION SITE LOCATIONS**

The California examinations are administered at the PSI examination centers in California as listed below:

### [CLICK HERE FOR THE TEST SITE PHONE NUMBERS](#)

The California examinations are administered at the PSI examination centers in California as listed below:

#### **AGOURA HILLS**

30851 AGOURA RD SUITE 302

AGOURA HILLS, CA 91301

FROM THE EAST: TAKE US-101 N/VENTURA FWY WEST TO REYES ADOBE RD (EXIT 38). TURN LEFT ONTO REYES ADOBE RD. TURN RIGHT ONTO AGOURA RD. 30851 AGOURA RD IS ON THE RIGHT.

FROM THE WEST: TAKE US-101 S TO LINDERO CYN RD (EXIT 39). TURN RIGHT ONTO LINDERO CANYON RD. TURN LEFT ONTO AGOURA RD. 30851 AGOURA RD IS ON THE LEFT.

#### **ATASCADERO**

7305 MORRO RD, SUITE 201A

ATASCADERO, CA 93422

FROM US-101 N, TAKE THE CA-41 EXIT (EXIT 219) TOWARD MORRO RD. TURN LEFT ONTO EL CAMINO REAL. TURN LEFT ONTO CA-41/MORRO RD.

FROM US-101 S, TAKE THE MORRO RD/CA-41 EXIT (EXIT 219), TURN RIGHT ONTO CA-41/MORRO RD.

#### **BAKERSFIELD**

5405 STOCKDALE HIGHWAY

SUITE 103

BAKERSFIELD, CA 93309

FROM INTERSTATE 5-SOUTH, TAKE THE STOCKDALE HIGHWAY EXIT (EXIT 253). TURN RIGHT ONTO STOCKDALE HIGHWAY. END AT 5405 STOCKDALE HIGHWAY.

FROM INTERSTATE 5-NORTH TOWARD BAKERSFIELD, KEEP LEFT TO TAKE CALIFORNIA 99 NORTH VIA EXIT 221 TOWARD BAKERSFIELD/FRESNO. TAKE THE CALIFORNIA 58 EAST EXIT TOWARD TEHACHAPI/MOJAVE. TAKE THE EXIT ON THE LEFT TOWARD CALIFORNIA STATE UNIVERSITY/STOCKDALE HIGHWAY/BRUNDAGE LANE. TURN LEFT ONTO WIBLE ROAD, TURN SLIGHT LEFT ONTO STOCKDALE HIGHWAY. END AT 5405 STOCKDALE HIGHWAY.

#### **CARSON**

17420 S. AVALON BLVD, SUITE 205

CARSON, CA 90746

FROM CA-91 E/GARDENA FWY TAKE THE AVALON EXIT. OFF RAMP WILL LEAD YOU ONTO ALBERTONI ST. MAKE A RIGHT ONTO AVALON BLVD AND WE ARE LOCATED ON THE RIGHT HANDSIDE (SAME PARKING LOT AS CARL'S JR).

FROM CA-91 W TAKE THE AVALON EXIT. MAKE A LEFT ONTO AVALON BLVD. MAKE A U-TURN ON AVALON BLVD AND ALBERTONI ST. WE ARE LOCATED ON THE RIGHT-HAND SIDE. (SAME PARKING LOT AS CARL'S JR).

#### **DIAMOND BAR**

21660 EAST COPLEY DR SUITE 215

DIAMOND BAR, CA 91765

FROM I-10 E, TAKE THE GRAND AVE EXIT (EXIT 38A). TURN RIGHT ONTO S GRAND AVE. TURN RIGHT ONTO GOLDEN SPRINGS DR. TURN LEFT ONTO COPLEY DR.

FROM 60 WEST, TAKE GRAND AVE EXIT (EXIT 24B).

TURN LEFT ONTO GRAND AVE. TURN RIGHT ONTO GOLDEN SPRINGS DR. TURN LEFT ONTO COPLEY DR. 21660 COPLEY DR, STE 260 IS ON THE LEFT.

#### **EL MONTE - SANTA FE SPRINGS**

10330 PIONEER BOULEVARD, SUITE 285

SANTA FE SPRINGS, CA 90670

FROM THE I-5 NORTH TAKE NORWALK BLVD (EXIT 121), TURN RIGHT ONTO NORWALK BLVD. TURN LEFT ONTO IMPERIAL HWY/CA-90. TURN RIGHT ONTO PIONEER BLVD, TESTING CENTER WILL BE ON YOUR RIGHT.

#### **FRESNO**

351 E. BARSTOW AVE, SUITE 101  
FRESNO, CA 93710

FROM CA-41 S, TAKE THE BULLARD AVE EXIT. TURN LEFT ONTO E BULLARD AVE. TURN RIGHT ONTO N FRESNO ST. PASS THROUGH THE INTERSECTION OF FRESNO AND BARSTOW AVE. TAKE THE FIRST DRIVEWAY ON THE RIGHT-HAND SIDE.

FROM CA-41 N, TAKE THE SHAW AVE EXIT TOWARD CLOVIS. TURN RIGHT ONTO E SHAW AVE. TURN LEFT ONTO N FRESNO ST. TURN LEFT INTO THE LAST DRIVEWAY BEFORE BARSTOW AVE. TESTING CENTER IS IN THE OFFICE COMPLEX ON THE SW CORNER OF BARSTOW AND FRESNO ST.

#### **IRVINE**

8 CORPORATE PARK, SUITE 200  
IRVINE, CA 92606

FROM I-405 S - USE THE 2ND LANE FROM RIGHT TO TAKE EXIT 7 FOR JAMBOREE RD, THEN USE THE LEFT 2 LANES TO TURN LEFT ONTO JAMBOREE RD. GO ABOUT 1.5 MILES THEN TURN RIGHT ONTO BECKMAN AVE. TAKE THE FIRST RIGHT ONTO CORPORATE PARK. 8 CORPORATE PARK IS THE SECOND BUILDING ON THE RIGHT.

FROM I-5 S - TAKE EXIT 100 FOR JAMBOREE RD. USE THE 2ND FROM RIGHT LANE TO TURN RIGHT ONTO JAMBOREE RD. TAKE THE RAMP TO JAMBOREE RD THEN KEEP LEFT AT THE FORK TO CONTINUE ONTO JAMBOREE RD. GO ABOUT 2.2 MILES THEN TURN LEFT ONTO BECKMAN AVE. TAKE THE FIRST RIGHT ONTO CORPORATE PARK. 8 CORPORATE PARK IS THE SECOND BUILDING ON THE RIGHT.

ONCE PARKED, PROCEED THROUGH THE FRONT ENTRANCE AND TAKE THE ELEVATOR TO THE SECOND FLOOR. THE TEST CENTER IS IN SUITE 200.

#### **LAWNDALE**

THE BAYTOWER CORPORATE CENTER  
15901 HAWTHORNE BLVD, SUITE 330  
LAWNDALE, CA 90260

FROM I-5S, MERGE ONTO CA-110S, WHICH BECOMES I-110S. MERGE ONTO I-105W. TAKE THE I-405S/I-405N EXIT AND MERGE ONTO I-405S. TURN RIGHT ONTO INGLEWOOD AVE. TURN LEFT ONTO MANHATTAN BEACH BLVD. TURN RIGHT ONTO HAWTHORNE BLVD.

#### **REDDING**

2861 CHURN CREEK, UNIT C  
REDDING, CA 96002

FROM I-5 S, TAKE THE CYPRESS AVENUE EXIT (677). TURN RIGHT ONTO E. CYPRESS AVE. TURN RIGHT ON CHURN CREEK RD.

FROM I-5 N TOWARDS SACRAMENTO, TAKE THE CYPRESS AVE EXIT (677). TURN LEFT ONTO E. CYPRESS AVE. TURN RIGHT ONTO CHURN CREEK RD.

FROM 299 E TOWARDS REDDING, START GOING WEST ON CA-299. MERGE ONTO I-5 S RAMP ON THE LEFT TOWARDS SACRAMENTO. TAKE THE CYPRESS AVE EXIT (677). TURN LEFT ONTO E. CYPRESS AVE. TURN RIGHT ONTO CHURN CREEK RD.

FROM 299 W TOWARDS REDDING. START GOING EAST ON CA-299 TOWARDS WEAVERVILLE/REDDING. FROM 299 EAST TURN RIGHT ONTO CA-273/CA-299 E/MARKET STREET. TURN LEFT ONTO CA-299-E. MERGE ONTO I-5 S VIA EXIT 2A TOWARDS RED BLUFF/SACRAMENTO. TAKE THE CYPRESS AVE EXIT (677). TURN LEFT ONTO E. CYPRESS AVE. TURN RIGHT ONTO CHURN CREEK RD.

#### **RIVERSIDE**

7888 MISSION GROVE PARKWAY S., SUITE 130  
RIVERSIDE, CA 92508

FROM THE CA-91W TOWARD RIVERSIDE/BEACH CITIES, TAKE THE CENTRAL AVENUE EXIT TOWARD MAGNOLIA CENTER. TURN LEFT ONTO CENTRAL AVE. CENTRAL AVE BECOMES ALESSANDRO BLVD. VEER TO THE RIGHT, THEN STAY STRAIGHT TO GO ONTO TRAUTWEIN RD (YOU WILL PASS COMMUNICATIONS CENTER DR). TURN LEFT ONTO MISSION GROVE PKY W.

FROM THE HIGH DESERT/SAN BERNARDINO AREA 215 S, WHERE THE 60 FWY, 91 FWY, AND THE 215 FWY SPLIT, TAKE 215S (SIGNS FOR THE 60 EAST INDIO). TAKE EXIT 27C FOR ALESSANDRO BLVD, TURN RIGHT ONTO E ALESSANDRO BLVD, TURN LEFT ONTO MISSION GROVE PKWY S.

#### **SACRAMENTO**

8950 CAL CENTER DR, SUITE 158  
BUILDING TWO  
SACRAMENTO, CA 95826

FROM US-50 E: USE THE RIGHT TWO LANES TO TAKE EXIT 11 FOR WATT AVE. USE THE RIGHT 2 LANES TO TURN RIGHT ONTO WATT AVE. USE THE LEFT LANE TO TURN LEFT AT THE FIRST CROSS STREET ONTO FOLSOM BLVD. USE THE LEFT TWO LANES TO TURN LEFT ONTO MANLOVE RD. TURN LEFT ONTO CAL CENTER DR. BUILDING 8950 WILL BE ON THE LEFT.

FROM US-50 W: USE THE RIGHT TWO LANES TO TAKE EXIT 11 FOR WATT AVE. USE THE LEFT 2 LANES TO TURN LEFT ONTO WATT AVE. USE THE LEFT LANE TO TURN LEFT AT THE FIRST CROSS STREET ONTO FOLSOM BLVD. USE THE LEFT TWO LANES TO TURN LEFT ONTO MANLOVE RD. TURN LEFT ONTO CAL CENTER DR. BUILDING 8950 WILL BE ON THE LEFT.

#### **SAN DIEGO**

5440 MOREHOUSE DRIVE, SUITE 2300  
SAN DIEGO, CA 92121

FROM I-805 S, TAKE THE SORRENTO VALLEY RD/MIRA MESA BLVD EXIT. TURN LEFT ONTO MIRA MESA BLVD, TURN LEFT ONTO SCRANTON ROAD. TURN RIGHT ONTO MOREHOUSE DRIVE.

FROM I-805 N TOWARD LOS ANGELES, TAKE THE MIRA MESA BLVD/VISTA SORRENTO PKWY EXIT. TURN RIGHT ONTO MIRA MESA BLVD. TURN LEFT ONTO SCRANTON RD. TURN RIGHT ONTO MOREHOUSE DR.

ADDITIONAL PARKING CAN BE FOUND (ON TOP OF THE AT&T BUILDING) BY CONTINUING ON MOREHOUSE PAST OUR BUILDING AND TURNING LEFT AT THE NEXT DRIVEWAY UP THE HILL.

#### **SAN FRANCISCO**

150 EXECUTIVE PARK BLVD., STE 2400  
SAN FRANCISCO, CA 94134

I-80 W BECOMES US-101 S. TAKE EXIT 429A TOWARD MONSTER PARK/TUNNEL AVE. TAKE THE RAMP TOWARD 3COM PARK. TURN RIGHT ONTO ALANNA RD. TURN LEFT ONTO EXECUTIVE PARK BLVD.

#### **SANTA CLARA**

2936 SCOTT BLVD  
SANTA CLARA, CA 95054

FROM US-101 N, TAKE THE SAN TOMAS EXPWY/MONTAGUE EXPWY EXIT- EXIT 392. TAKE THE SAN TOMAS EXPWY RAMP. MERGE ONTO SAN TOMAS EXPY/CR-G4. TURN LEFT ONTO SCOTT BLVD.

FROM I-880 S TOWARD SAN JOSE, TAKE THE MONTAGUE EXPWY EXIT (7). TAKE THE MONTAGUE EXPWY WEST RAMP. MERGE ONTO MONTAGUE EXPY/CR-G4 E. TURN LEFT ONTO E TRIMBLE RD. E TRIMBLE RD BECOMES DE LA CRUZ BLVD. TURN SLIGHT RIGHT ONTO CENTRAL EXPY/CR-G6 W. TURN SLIGHT RIGHT ONTO SCOTT BLVD.

#### **SANTA ROSA**

160 WIKIUP DRIVE, SUITE 105  
SANTA ROSA, CA 95403

FROM US-101 N, TAKE MARK WEST SPRINGS/RIVER ROAD EXIT. TURN RIGHT ON MARK WEST SPRINGS. TURN LEFT AT OLD REDWOOD HIGHWAY. TURN RIGHT ON WIKIUP DRIVE. FIRST DRIVEWAY ON RIGHT.

FROM US-101 S, TAKE MARK WEST SPRINGS/RIVER ROAD EXIT. TURN LEFT ON MARK WEST SPRINGS. TURN LEFT AT OLD REDWOOD HIGHWAY. TURN RIGHT ON WIKIUP DRIVE. FIRST DRIVEWAY ON RIGHT.

#### **UNION CITY**

32960 ALVARADO-NILES RD, SUITE 650  
UNION CITY, CA 94587



FROM I-880 N - AT EXIT 23, TAKE RAMP RIGHT AND FOLLOW SIGNS FOR ALVARADO NILES RD. TURN RIGHT ONTO ALVARADO NILES RD. AFTER ABOUT A MILE, MAKE A U-TURN AT DOWE AVE. TAKE THE FIRST RIGHT INTO THE OFFICE PARK AND THEN TAKE THE FIRST LEFT ONCE ON THE PROPERTY. SUITE 650 WILL BE IN THE FIRST BUILDING ON YOUR RIGHT. FROM I-880 S - AT EXIT 23, TAKE RAMP RIGHT AND FOLLOW SIGNS FOR ALVARADO NILES RD. TURN LEFT ONTO ALVARADO NILES RD. AFTER ABOUT A MILE, MAKE A U-TURN AT DOWE AVE. TAKE THE FIRST RIGHT INTO THE OFFICE PARK AND THEN TAKE THE FIRST LEFT ONCE ON THE PROPERTY. SUITE 650 WILL BE IN THE FIRST BUILDING ON YOUR RIGHT.

#### VENTURA

4245 MARKET ST, SUITE 208

VENTURA, CA 93003

FROM US-101N, TAKE THE TELEPHONE ROAD (EXIT 65). TURN LEFT ONTO TELEPHONE ROAD. TURN RIGHT ONTO MARKET STREET.

#### VISALIA

3400 W MINERAL KING AVE, SUITE D

VISALIA, CA 93291

FROM CA-99N, MERGE ONTO CA-198E VIA EXIT 96 TOWARD VISALIA/SEQUOIA NAT'L PARK. TAKE THE EXIT TOWARD DEMAREE STREET. MERGE ONTO W NOBLE AVENUE. TURN LEFT ONTO S COUNTY CENTER DRIVE. TAKE THE 1<sup>ST</sup> LEFT ONTO W MINERAL KING AVENUE.

#### WALNUT CREEK

175 LENNON LANE, SUITE 203

WALNUT CREEK, CA 94598

FROM I-5N, KEEP LEFT TO TAKE I-580W TOWARD TRACY/SAN FRANCISCO. MERGE ONTO I-680N VIA EXIT 44B TOWARD SACRAMENTO/WALNUT CREEK/CONCORD. TAKE THE YGNACIO VALLEY ROAD EXIT AND TURN RIGHT. TURN LEFT ONTO LENNON LANE.

## REPORTING TO THE EXAMINATION SITE

***Please DO NOT wear scrubs to take the WRITTEN portion(s) of your exam(s). Pocketed clothing is not permitted during the WRITTEN portion(s) of the exam(s).***

On the day of the examination, you must arrive at least 30 minutes prior to your scheduled appointment time. This allows time for check-in and identification verification and provides time to familiarize yourself with the examination process. If you arrive late, you may not be admitted to the examination site and you may forfeit your examination registration fee. Even though candidates will be thumb printed, you are still required to comply with any identification requirements established by the appropriate regulatory entity.

### REQUIRED IDENTIFICATION AT EXAMINATION SITE

You must provide 1 form of identification, either:

- Non-expired government issued driver's license
- Non-expired government issued identification card (state, military)
- Non-expired passport
- US government-issued passport card
- Resident alien card
- Non-expired Mexican Consulate Identification (Matrícula Consular ID or B1/B2 Visa/Border Crossing Card)
- Employment Authorization Card (EAC)

If you cannot provide the required identification, you must call (877) 392-6422 at least 3 weeks prior to your scheduled appointment to arrange a way to meet this security

requirement. Failure to provide all of the required identification at the time of the examination without notifying PSI is considered a missed appointment, and you will not be able to take the examination.

### CALIFORNIA LAW SECURITY PROCEDURES

Section 123 of the California Business and Professions Code states: It is a misdemeanor for any person to engage in any conduct which subverts or attempts to subvert any licensing examination or the administration of an examination, including, but not limited to:

- Conduct which violates the security of the examination materials;
- Removing from the examination room any examination materials without authorization;
- The unauthorized reproduction by any means of any portion of the actual licensing examination;
- Aiding by any means the unauthorized reproduction of any portion of the licensing examination;
- Paying or using professional or paid examination-takers for the purpose of reconstructing any portion of the licensing examination;
- Obtaining examination questions or other examination material, except by specific authorization either before, during, or after an examination; or
- Selling, distributing, buying, receiving, or having unauthorized possession of any portion of a future, current, or previously administered licensing examination.
- Communicating with any other examinee during the administration of a licensing examination.
- Copying answers from another examinee or permitting one's answers to be copied by another examinee.
- Having in one's possession during the administration of the licensing examination any books, equipment, notes, written or printed materials, or data of any kind, other than the examination materials distributed, or otherwise authorized to be in one's possession during the examination.
- Impersonating any examinee or having an impersonator take the licensing examination on one's behalf.

Nothing in this section shall preclude prosecution under authority provided for in any other provision of law. In addition to any other penalties, a person found guilty of violating this section, shall be liable for the actual damages sustained by the agency administering the examination not to exceed ten thousand dollars (\$10,000) and the costs of litigation.

### IMPORTANT INFORMATION ABOUT TAKING AN EXAMINATION

6. All candidates will have their thumbprint taken during examination check-in. The thumb print must be matched after candidates return from a restroom break and any time the candidate leaves and returns to the test site after check-in.
7. The temperature in the testing room is maintained at a moderate level. Candidates are advised to layer clothing. Acceptable layered clothing includes lightweight shirts, sweaters, and pullovers without pockets or hoods. These items must be worn upon check-in, while you wait to enter the testing room, and during your initial seating for the examination. If the layered item is removed during the

examination, you will be required to store it in the lobby while time continues to count down on your examination. Outerwear (coats, heavy jackets, vests, shawls, scarves, etc.) is not allowed in the testing rooms.

8. There are timing mechanisms available in the testing room and on the computer console to help candidates keep track of time during the test administration. Candidates are not permitted to bring watches or other timekeeping devices into the testing rooms.
9. Only one candidate will be allowed to take a restroom break at a time. Candidates are required to sign out when leaving and returning to the testing room. If a candidate's restroom break takes longer than 5 (five) minutes, a proctor will check on the candidate and will notify the applicable regulatory entity of the occurrence. The regulatory entity will investigate and take appropriate action.
10. The following is a non-exhaustive list of personal items that are not permitted in the testing rooms:

Purses	Briefcases/daypacks/luggage
Cellular phones	Pagers
Drinks (including water)	Food/candy/snacks/gum
Good luck items	Luggage
Calculators	Reading materials
Textbooks	Notes
Any recording device	Smart devices
Electronic devices	Headphones or earphones/earbuds
Personal pens or pencils	Therapeutic items
Cameras	Over-the-counter medication
Weapons	Fashion scarves
Hats/baseball caps/visors*	Sunglasses**
Bulky, large or noisy jewelry***	Prescription drugs****

*\*Headwear worn for religious purposes is subject to inspection.*

*\*\*Prescription and non-prescription eyeglasses may not be worn for the photo. Eyeglasses subject to inspection.*

*\*\*\*Jewelry that is allowed into the examination room is subject to inspection.*

*\*\*\*\*Drugs that are medically necessary during the pendency of the examination may be brought into the examination site, in a container bearing a proper prescription label with the name of the candidate and of the drug; any such medication is subject to examination by a proctor upon check-in.*

Examination proctors will have considerable discretion to refuse permission of clothing and/or items that compromise the integrity or security of the examination.

During the check-in process, all candidates will be asked if they possess any of the prohibited items and all candidates will be asked to empty their pockets. If prohibited items are found during check-in, candidates must return these items to their vehicle or other place of safekeeping. Neither PSI nor the Department of Consumer Affairs will be responsible for the items. Any candidate possessing prohibited items in the testing room will have his or her

examination results invalidated, and PSI will notify the appropriate regulatory entity of the occurrence.

11. Shoes must be worn at all times and feet are not permitted on the chairs. Feet must remain on the floor during examinations.
12. Copying any portion of the examination content by any means, or communicating examination content for the purpose of aiding its unauthorized reproduction, whether before, during, or after the examination, is a violation of PSI security policy and existing law. Either one may result in the disqualification or invalidation of examination results, the denial of your license, and may result in criminal prosecution.
13. If a candidate is asked by a proctor to step into the lobby during your examination, the proctor will suspend the candidate's examination, so all remaining test time will be retained.

Only candidates, and those individuals with prior regulatory entity approval, are allowed to be present in the testing sites.

14. If candidates require that an exception be made to ANY of the abovementioned security procedures, candidates must contact their regulatory entity PRIOR to the date of their examination. The regulatory entity must provide the exception to PSI. NO EXCEPTIONS WILL BE MADE ON THE DAY OF THE EXAMINATION.

## TAKING THE EXAMINATION BY COMPUTER

The examination will be administered via computer. You will be using a mouse and computer keyboard.

### IDENTIFICATION SCREEN

You will be directed to a semiprivate testing station to take the examination. When you are seated at the testing station, you will be prompted to confirm your name, identification number, and the examination for which you are registered.

### TUTORIAL

Before you start your examination, an introductory tutorial is provided on the computer screen. The time you spend on this tutorial, up to 15 minutes, DOES NOT count as part of your examination time. Sample questions are included following the tutorial so that you may practice answering questions, and reviewing your answers.

### TEST QUESTION SCREEN

One question appears on the screen at a time. During the examination, minutes remaining will be displayed at the top of the screen and updated as you record your answers.

### EXPERIMENTAL QUESTIONS

In addition to the number of questions per examination, a small number of five to fifteen "experimental" questions may

be administered to candidates during the examinations. These questions will not be scored and the time taken to answer them will not count against examination time. The administration of such non-scored experimental questions is an essential step in developing future licensing examinations.

### **EXAMINATION RESULTS**

You will receive the results of your Written Examination at the PSI test center. The results will also be sent to the Board.

If you fail the written examination, you will receive a failed score report and an application to retake the examination.

Licenses will not automatically be issued once you pass both examinations. The Board must first complete its criminal history investigation of each applicant.

## THE DENTAL SEDATION ASSISTANT PERMITHOLDER EXAMINATION PLAN

**Patient Monitoring (40%)** - This area assesses the candidate's ability to monitor patients undergoing conscious sedation or general anesthesia utilizing data from noninvasive instrumentation (i.e., pulse oximeters, electrocardiograms, capnography, blood pressure, pulse, and respiration rate monitoring devices) and visual signs and symptoms of patient's physiological functioning.

Job Task	Associated Knowledge Statements
Monitor patient by utilizing physical and clinical signs related to levels of anesthesia. (8%)	<ul style="list-style-type: none"> <li>Knowledge of physical signs and symptoms of cardiovascular functions related to levels of anesthesia.</li> <li>Knowledge of physical signs and symptoms of respiratory functions related to levels of anesthesia.</li> <li>Knowledge of physical signs and symptoms of central and peripheral nervous system related to levels of anesthesia (e.g., levels of consciousness).</li> <li>Knowledge of physical signs and symptoms of metabolic functions related to levels of anesthesia.</li> <li>Knowledge of scope of practice and supervisory requirements related to monitoring a sedation patient.</li> </ul>
Monitor patient by utilizing data from noninvasive devices related to levels of anesthesia. (32%)	Routine Physiological Changes (18%)
	<ul style="list-style-type: none"> <li>Knowledge of noninvasive devices and data utilized to monitor cardiovascular functions related to levels of anesthesia (e.g., EKG, BP monitor).</li> <li>Knowledge of noninvasive devices and data utilized to monitor respiratory functions related to levels of anesthesia (e.g., pulse oximeter, capnography, precordial stethoscope).</li> <li>Knowledge of noninvasive devices and data utilized to monitor metabolic functions related to levels of anesthesia (e.g., capnography).</li> <li>Knowledge of scope of practice and supervisory requirements related to monitoring a sedation patient.</li> </ul>
	Dental Sedation Emergencies and Complications (14%)
	<ul style="list-style-type: none"> <li>Knowledge of physical signs and symptoms indicating complications or a medical emergency related to sedation (i.e., airway, respiratory, cardiovascular, neurological).</li> <li>Knowledge of noninvasive device data indicating complications or a medical emergency.</li> <li>Knowledge of scope of practice and supervisory requirements related to monitoring a sedation patient.</li> </ul>

**Drug Identification and Draw (30%)** - This area assesses the candidate's ability to identify and draw drugs, limited to identification of appropriate medications, ampule and vial handling in preparation for drug and medication draw, and withdrawing drugs of correct amount as verified by the supervising licensed dentist.

Job Task	Associated Knowledge Statements
Identify and verify drugs and medications ordered by the licensed provider. (20%)	<ul style="list-style-type: none"> <li>Knowledge of overview (i.e., pharmacology, contraindications, adverse reactions and characteristics) of classes of drugs and medications used in contemporary sedation and general anesthesia.</li> <li>Knowledge of overview (i.e., pharmacology, contraindications, adverse reactions and characteristics) of classes of drugs and medications used in contemporary medical emergency treatment (e.g., reversal agents, oxygen, epinephrine).</li> <li>Knowledge of procedures to identify and verify drugs and medications ordered (e.g., expiration date, concentration, generic versus brand name).</li> <li>Knowledge of scope of practice and supervisory requirements related to identifying and verifying drugs.</li> </ul>



Draw drugs and medications ordered by the licensed provider. (10%)	<ul style="list-style-type: none"> <li>▪ Knowledge of ampule and vial handling in preparation for drug and medication draw.</li> <li>▪ Knowledge of techniques and measurement for drug and medication drawing and syringe labeling.</li> <li>▪ Knowledge of characteristics of syringes and needles including use, types, gauges, lengths, and components.</li> <li>▪ Knowledge of scope of practice and supervisory requirements related to drawing drugs and medications.</li> </ul>
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**Adding Drugs, Medications, and Fluids to Intravenous Lines (22%)** - This area assesses the candidate's ability to add drugs, medications, and fluids to intravenous lines using a syringe, provided that a supervising licensed dentist is present at the patient's chairside, limited to determining patency of intravenous line, selection of injection port, syringe insertion into injection port, occlusion of intravenous line and blood aspiration, line release and injection of drugs for appropriate time interval.

Job Task	Associated Knowledge Statements
Add drugs, medications, and fluids to intravenous lines using a syringe. (12%)	<ul style="list-style-type: none"> <li>▪ Knowledge of procedures and techniques for adding drugs, medications, and fluids to IV lines, including infusion and IV bolus, drug amounts and time intervals between doses.</li> <li>▪ Knowledge of armamentaria for adding drugs, medications, and fluids to IV lines (e.g., injection ports, syringe types).</li> <li>▪ Knowledge of scope of practice and supervisory requirements related to administering drugs, medications, and fluids.</li> </ul>
Determine patency of intravenous line. (10%)	<ul style="list-style-type: none"> <li>▪ Knowledge of techniques to evaluate patency of IV lines.</li> <li>▪ Knowledge of recognition and management of IV related complications (e.g., patency, air in line).</li> <li>▪ Knowledge of armamentaria for IV set-ups, including types of fluid, IV lines, and connectors.</li> </ul>

**Removal of intravenous lines (8%)** - This area assesses the candidate's ability to remove intravenous lines.

Job Task	Associated Knowledge Statements
Remove intravenous lines. (8%)	<ul style="list-style-type: none"> <li>▪ Knowledge of signs and symptoms of complications associated with IV site during removal.</li> <li>▪ Knowledge of procedures (e.g., timing, indications) for the removal of IV lines.</li> </ul>

## WRITTEN EXAMINATION REFERENCES

Following is a list of publications that may help you prepare for the written exam. The list does not include all dental assisting textbooks nor is it intended to be an endorsement of the publications listed.

Dental Practice Act, Business and Professions Code, Sections 123, 1740-1777

Davis, K. (2008), *Training Manual for Anesthesia Assisting in the Oral and Maxillofacial Surgery Office*, 5<sup>th</sup> edition. Burlington, NC: PIP Printing and Marketing Services.

American Association of Oral and Maxillofacial Surgeons. (2009). *Study Guide: Dental Anesthesia Assistant National Certification Examination*.

Mosby, S.F. (2003). *Sedation: A Guide to Patient Management*, 4<sup>th</sup> edition. St. Louis, MO: Mosby.

Stoelting, R. K. & Miller, R. D. (2000) *Basics of Anesthesia*, 4<sup>th</sup> edition. New York: Churchill Livingstone.

## THE DENTAL ASSISTANT EXTENDED IN FUNCTIONS EXAMINATION PLAN

1. *Preliminary Patient Evaluations (25%) – This area assesses the candidate's knowledge of evaluating the patients' medical and dental history and identifying conditions that may impact treatment. This area also assesses the candidate's knowledge of preparing diagnostic records and charting conditions or oral abnormalities related to treatment. These functions are performed under the supervision of a licensed dentist.*

Section	Task Statement	Knowledge Statement
1A. Patient Information and Evaluations (18%)	T1. Review patient medical and dental history to identify conditions that may affect treatment.	K1. Knowledge of types of common medical conditions or medications that affect treatment. K2. Knowledge of dental conditions that affect treatment. K3. Knowledge of methods for collecting information about patient medical and dental history.
	T2. Evaluate patient's oral health under dentist's direction to assist with overall patient assessment.	K4. Knowledge of methods for evaluating conditions of the oral cavity. K5. Knowledge of signs of decay or stain formations that cause oral health problems. K6. Knowledge of signs of periodontal disease. K7. Knowledge of effects of dietary habits on oral health. K8. Knowledge of effects of substance use on oral health. K9. Knowledge of effects of smoking or tobacco use on oral health.
	T3. Conduct a preliminary myofunctional evaluation of the head and neck to identify function of oral and facial muscles.	K10. Knowledge of types of muscles and physiological structures in the head and neck. K11. Knowledge of techniques for performing evaluations of myofunction of the head and neck. K12. Knowledge of signs of abnormal or limited myofunction of the head and neck. K13. Knowledge of signs of temporal mandibular dysfunction.
	T4. Perform intraoral and extra-oral evaluation of soft tissue to identify conditions related to patient's oral health.	K14. Knowledge of types of anatomical structures and landmarks of the oral cavity. K15. Knowledge of signs of healthy hard and soft tissue. K16. Knowledge of signs of intraoral and extra-oral pathology. K17. Knowledge of methods for performing intraoral and extra-oral evaluations. K18. Knowledge of the relationship between facial or oral abnormalities and dental problems.
	T5. Determine classification of occlusions and malocclusions to identify the relationships of the maxillary and mandibular teeth.	K19. Knowledge of classifications of occlusion and malocclusion. K20. Knowledge of effects of occlusion and malocclusion on oral health.
1B. Imaging and Documentation (7%)	T6. Determine type of imaging needed to assist in gathering diagnostic information.	K21. Knowledge of types of radiographic imaging. K22. Knowledge of criteria for determining type of digital or X-ray images to be performed.
	T7. Chart oral conditions to document patient characteristics for treatment.	K23. Knowledge of types of dental nomenclature and morphology. K24. Knowledge of universal numbering and Palmer quadrant notation systems. K25. Knowledge of methods for charting oral conditions and problems.

2. *Treatment Procedures (57%) – This area assesses the candidate’s knowledge of preparing for and providing treatment services. These services include preparing for and taking final impressions and activities related to placing and finishing direct and indirect restorations that restore tooth form and function. These functions are performed under the supervision of a licensed dentist.*

<i>Section</i>	<i>Task Statement</i>	<i>Knowledge Statement</i>
2A. Tissue Retraction and Final Impression Procedures (18%)	T8. Evaluate patient periodontal or medical conditions to identify contraindications for chemical retraction.	K26. Knowledge of types of periodontal conditions contraindicated for chemical retraction. K27. Knowledge of types of medical conditions contraindicated for chemical retraction.
	T9. Select retraction cord or retraction material to displace tissue.	K28. Knowledge of types of chemical compounds associated with impregnated cords. K29. Knowledge of physiological effects of chemical compounds used in cord retraction. K30. Knowledge of types of retraction cords and their sizing. K31. Knowledge of criteria for selecting retraction cords based on clinical indications. K32. Knowledge of types of retraction pastes. K33. Knowledge of criteria for selecting retraction paste based on clinical indications.
	T10. Place retraction cord or retraction paste to prepare tissue for impression procedures.	K34. Knowledge of techniques for placing retraction cords or retraction paste. K35. Knowledge of types of instruments used to place retraction cords or retraction paste.
	T11. Observe patient during retraction process to monitor tissue or physiological responses.	K36. Knowledge of signs of irritation or tissue damage during cord retraction. K37. Knowledge of techniques for managing irritation or tissue damage in response to cord retraction.
	T12. Remove retraction cord according to guidelines to prevent soft tissue damage.	K38. Knowledge of the relationship between retraction time and periodontal response. K39. Knowledge of techniques for removing retraction cords. K40. Knowledge of methods for preventing tissue damage during cord removal.
	T13. Take final impression to capture oral conditions for fixed indirect restorations.	K41. Knowledge of techniques for taking final impressions. K42. Knowledge of methods for managing sulcular fluids during final impressions. K43. Knowledge of methods for managing impression materials and conditions that impact quality of impression.
	T14. Take final impression to capture oral conditions for tooth-borne removable prosthesis.	K41. Knowledge of techniques for taking final impressions. K43. Knowledge of methods for managing impression materials and conditions that impact quality of impression.

2. *Treatment Procedures (57%), continued – This area assesses the candidate's knowledge of preparing for and providing treatment services. These services include preparing for and taking final impressions and activities related to placing and finishing direct and indirect restorations that restore tooth form and function. These functions are performed under the supervision of a licensed dentist.*

Section	Task Statement	Knowledge Statement
2B. Direct and Indirect Restorations (34%)	T15. Isolate oral cavity to preserve integrity of restorative area.	K44. Knowledge of techniques for isolating restorative area. K45. Knowledge of types of devices and materials used to isolate restorative area.
	T16. Select materials for direct restoration to address clinical indications.	K46. Knowledge of types of material used for direct restorations and their indications. K47. Knowledge of methods for selecting material based on location and type of direct restoration. K48. Knowledge of contraindications associated with direct restoration materials.
	T17. Place and contour direct restorations to restore proper tooth form, function, and margins.	K49. Knowledge of techniques for placing and contouring direct restorations. K50. Knowledge of methods for evaluating form and function of direct restorations.
	T18. Adjust direct restorations to customize them to patient's oral conditions.	K51. Knowledge of methods for evaluating occlusion, margins, and contact discrepancies. K52. Knowledge of techniques for adjusting direct restorations.
	T19. Finish direct restorations to provide a smooth surface or prevent irritation.	K53. Knowledge of techniques for finishing and polishing direct restorations. K54. Knowledge of effects of improper or incomplete finishing and polishing.
	T20. Adjust indirect restorations to ensure proper fit.	K55. Knowledge of techniques for adjusting indirect restorations.
	T21. Cement final indirect restorations to restore tooth function.	K56. Knowledge of types of cement and their indications. K57. Knowledge of techniques for cementing indirect restorations. K58. Knowledge of types of instruments used to cement indirect restorations.
	T22. Remove excess subgingival cement to prevent periodontal infection or inflammation.	K59. Knowledge of techniques for removing subgingival cement. K60. Knowledge of instruments used to remove subgingival cement. K61. Knowledge of signs of infection or inflammation associated with residual subgingival cement.
	T23. Identify factors impacting proper placement of restorations to prevent damage or decay.	K62. Knowledge of the relationship between occlusion and potential for damage or decay. K63. Knowledge of signs of postoperative complications.
	T24. Recognize conditions requiring additional attention to involve dentist in evaluation of preparation.	K64. Knowledge of enamel and oral histology. K65. Knowledge of types of preparation characteristics associated with indirect restorations.
2C. Treatment Specialty Area (5%)	T25. Select endodontic master and accessory points to fill canal.	K66. Knowledge of materials associated with master and accessory points.
	T26. Verify size of master points to ensure proper cone fit for canal	K67. Knowledge of techniques for fitting master points and accessory points.
	T27. Cement endodontic master and accessory points to seal canal.	K68. Knowledge of types of endodontic cement material. K69. Knowledge of techniques for cementing endodontic master and accessory points.

3. *Infection Control and Health and Safety (8%) – This area assesses the candidate's knowledge of maintaining a safe and sanitary work environment and adhering to infection control protocols and standard precautions.*

<i>Section</i>	<i>Task Statement</i>	<i>Knowledge Statement</i>
	T28. Identify signs of medical emergencies to address situations that require immediate intervention.	K70. Knowledge of signs of allergic reaction or anaphylactic shock. K71. Knowledge of signs of medical crisis or emergency. K72. Knowledge of methods for administering emergency first aid and Basic Life Support (BLS).
	T29. Implement safety precautions to minimize risk to patient and dental healthcare personnel during treatment.	K73. Knowledge of guidelines for providing for patient safety during dental health care procedures. K74. Knowledge of guidelines for providing for health care personnel safety during dental health care procedures. K75. Knowledge of types of adverse events or injury that can result from inadequate safety dental health care precautions.
	T30. Implement infection prevention and control procedures to mitigate disease transmission during dental treatment.	K76. Knowledge of types of infections or communicable diseases and their route of transmission. K77. Knowledge of methods for preventing the spread of infectious and communicable pathogens. K78. Knowledge of guidelines for sterilization and disinfection in dental health care delivery.
	T31. Implement protocols regarding hazardous or medical waste to manage materials used or generated during dental treatment.	K79. Knowledge of types of waste associated with dental treatments and their contamination potential. K80. Knowledge of guidelines for handling and disposing of hazardous or medical waste materials.



4. *Laws and Regulations (10%) – This area assesses the candidate's knowledge of laws and regulations regarding licensing requirements, scope of practice, professional conduct, and professional responsibilities.*

Section	Task Statement	Knowledge Statement
	T32. Comply with laws regarding consent to respect patients' right to make informed treatment decisions.	K81. Knowledge of laws regarding patient consent.
	T33. Comply with Health Insurance Portability and Accountability Act (HIPAA) laws to respect patient right to privacy in dental health care delivery	K82. Knowledge of laws related to the Health Insurance Portability and Accountability Act (HIPAA).
	T34. Report instances of suspected abuse, neglect, and exploitation to protect vulnerable populations.	K83. Knowledge of signs of child abuse or neglect. K84. Knowledge of signs of dependent adult abuse, neglect, or exploitation. K85. Knowledge of signs of elder adult abuse, neglect, or exploitation. K86. Knowledge of methods for reporting child, elder, or dependent adult abuse.
	T35. Comply with laws about record-keeping to document, store, and dispose of patient charts or records.	K87. Knowledge of legal standards for patient record-keeping and documentation. K88. Knowledge of laws regarding the storage and disposal of patient charts or records.
	T36. Comply with laws about professional conduct to maintain professional integrity.	K89. Knowledge of laws regarding professional conduct.
	T37. Comply with laws about scope of practice to maintain professional boundaries.	K90. Knowledge of laws regarding scope of practice.

Following is a list of publications that may help you prepare for the written exam. The list does not include all dental assisting textbooks nor is it intended to be an endorsement of the publications listed.

Bartolomucci, B. L. R. (2015). *Dental instruments: A pocket guide*. St. Louis, Mo: Elsevier/Saunders.

Bennett, J. D. & Rosenberg, M. B. (2002). *Medical emergencies in dentistry*. Philadelphia, PA: W.B. Saunders Company.

Bhochhibhoya, A. (2017). *Impression in fixed partial denture*. LAMBERT Academic Publishing.

Bird, D., & Robinson, D. (2018). *Modern dental assisting* (12th Ed.). St. Louis, MO: Elsevier Inc.

Bottacchiari, S. (2016). *Composite inlays and onlays: Structural, periodontal, and endodontic aspects* (1<sup>st</sup> ed.). Quintessence Publishing.

California Business and Professions Code, Section(s) 1740-1777.

[https://leginfo.legislature.ca.gov/faces/codes\\_displayText.xhtml?lawCode=BPC&division=2.&title=&part=&chapter=4.&article=7](https://leginfo.legislature.ca.gov/faces/codes_displayText.xhtml?lawCode=BPC&division=2.&title=&part=&chapter=4.&article=7).

California Code of Regulations, Title 16 Professional and Vocational Regulations, Division 10, Section 1005.

Centers for Disease Control and Prevention. (2003). *Guidelines for Infection Control in Dental Health-Care Settings*. Vol. 52, RR17: Atlanta, GA: US Department of Health and Human Services.

Centers for Disease Control and Prevention. (2016). Summary of Infection Prevention Practices in Dental Settings: Basic Expectations for Safe Care. Atlanta, GA: US Department of Health and Human Services.

Eakle, W.S. & Bastin, K. (2021). *Dental materials: Clinical applications for dental assistants and dental hygienists* (4<sup>th</sup> ed.). St. Louis, MO: Elsevier, Inc.

Gehrig, J.S. (2020). *Patient assessment tutorials: A step-by-step guide for the dental hygienist* (4<sup>th</sup> ed.). Jones & Bartlett Publishers.

Goyal, S. & Konsal, G. (2013). *Retraction cords: A boon to fixed partial dentures*. LAMBERT Academic Publishing.

Jennings, D. & Chernega, J.B. (2013). *Emergency guide for dental auxiliaries* (4<sup>th</sup> ed.). Ringgold, Inc. Clifton Park, NY: Delmar.

Langlais, R.P., Miller, C.S., & Gebrig, J.S. (2017). *Color atlas of common oral diseases* (5<sup>th</sup> ed.). Burlington, WA: Jones & Barlett Learning.

Masri, R. & Driscoll, C.F. (2015). *Clinical applications in digital dental technology*. Wiley Blackwell.

Miller, C. H. (2018). *Infection control and management of hazardous materials for the dental team* (6<sup>th</sup> Ed.). St. Louis, MO: Elsevier, Inc.

Ogle, O.E., Dym, H., & Weinstock, R.J. (2016). *Medical emergencies in dental practice*. Hanover Park, IL: Quintessence Publishing Co. Inc.

Phinney, D. J., & Halstead, J. H. (2009). *Dental materials guide*. Clifton Park, NY: Delmar Cengage Learning.

Scheid, R.C. & Weiss, G. (2017) *Woelfel's dental anatomy* (9<sup>th</sup> ed.). Philadelphia, PA: Wolters Kluwer.

Short, M. J., & Levin-Goldstein, D. (2013). *Head, neck & dental anatomy* (4<sup>th</sup> ed.). Clifton Park, NY: Delmar Pub.

Sikri, V.K., (2016). *Textbook of operative dentistry* (4<sup>th</sup> ed.). CBS Publishers & Distributors.

Summit, J.B., (2006). *Fundamentals of operative dentistry: A contemporary approach*. Hanover Park, IL: Quintessence Publishing Co. Inc

OSHA Hazardous Communication Guidelines for Compliance 29 CFR 1910.1200.

OSHA's Bloodborne Pathogens, 29 CFR 1910.1030.

OSHA's Personal Protective Equipment, 29 CFR, Subpart 1.

OSHA's Respiratory Protection, 29 CFR 1910.134.

## THE ORTHODONTIC ASSISTANT EXAMINATION PLAN

1. *Patient Information and Diagnostic Records (10%) – This area assesses the candidate's ability to review information about a patient's history and oral conditions as they relate to orthodontic treatment. This area also assesses the candidate's ability to assist with diagnostic records and chart information related to orthodontic treatment. These activities are performed under the supervision of an orthodontist or dentist.*

Section	Task Statement	Knowledge Statement
1A. Review Patient Information (6%)	T1. Review information about patient history to identify conditions that may affect orthodontic treatment.	K1. Knowledge of common medical conditions or medications that affect orthodontic treatment. K2. Knowledge of oral conditions that impact orthodontic treatment. K3. Knowledge of methods for collecting information about patient history.
	T2. Review extraoral and intraoral conditions or abnormalities to determine implications for orthodontic treatment.	K4. Knowledge of classifications of occlusion and malocclusion. K5. Knowledge of the relationship between facial or oral abnormalities and orthodontic problems. K6. Knowledge of the effects of diet and personal habits on orthodontic problems. K7. Knowledge of the relationship between speech patterns and orthodontic problems.
	T3. Chart patient information to document orthodontic treatment.	K8. Knowledge of universal numbering and Palmer quadrant notation systems. K9. Knowledge of methods for charting oral conditions and problems. K10. Knowledge of methods for recording medical or dental history for use in treatment.
1B. Assisting with Diagnostic Records (4%)	T4. Prepare patient for intra- and extraoral radiographs or cone-beam computed tomography (CBCT) to assist the dentist in determining the position of teeth and jaw.	K11. Knowledge of types of radiographic imaging. K12. Knowledge of procedures for taking digital or conventional radiographs. K13. Knowledge of methods for patient management and safety during radiograph procedures. K14. Knowledge of factors that impact radiographic imaging and quality.
	T5. Obtain maxillary and mandibular impressions or digital scans to assist in preparing for treatment or appliance.	K15. Knowledge of types of impression instruments and materials. K16. Knowledge of methods for taking impressions and tray placement. K17. Knowledge of factors that impact impression quality. K18. Knowledge of methods for taking digital scans. K19. Knowledge of factors that impact digital scan quality.
	T6. Prepare bite registrations to index maxillary and mandibular arches.	K20. Knowledge of types of materials used in bite registrations. K21. Knowledge of methods for taking bite registrations. K22. Knowledge of techniques for bite registration cleanup and preparation for use.

2. *Orthodontic Procedures (60%) – This area assesses the candidate's ability to prepare for and provide orthodontic assistant services. This includes services related to bonding, the placement and removal of orthodontic components, and use of auxiliaries. This area also assesses the candidate's ability to educate the patient about oral health and orthodontic maintenance. These activities are performed under the supervision of an orthodontist or dentist.*

Section	Task Statement	Knowledge Statement
2A. Treatment Preparation (9%)	T7. Identify types and stages of treatment to prepare for orthodontic procedures.	K23. Knowledge of types and stages of orthodontic treatment. K24. Knowledge of types of tooth movement achieved in orthodontic treatments. K25. Knowledge of processes and limitations involved in tooth movement.
	T8. Prepare instruments to facilitate use in orthodontic treatment.	K26. Knowledge of types of orthodontic instruments and their associated uses. K27. Knowledge of methods for preparing, caring for, and storing orthodontic instruments.
	T9. Select components and materials to be used in orthodontic appliance or auxiliaries.	K28. Knowledge of types of orthodontic components and their functions. K29. Knowledge of types of auxiliaries and their functions. K30. Knowledge of methods for selecting orthodontic components or auxiliaries based on dentist's instructions. K31. Knowledge of types of bonding materials. K32. Knowledge of methods for selecting bonding materials based on dentist's instructions.
2B. Orthodontic Bands and Brackets (20%)	T10. Place separators to create space for orthodontic bands.	K33. Knowledge of types of orthodontic separators and their functions. K34. Knowledge of types of instruments used to place orthodontic separators. K35. Knowledge of techniques for placing orthodontic separators. K36. Knowledge of signs of tissue irritation or infection associated with orthodontic appliances.
	T11. Place bands to attach orthodontic appliance parts or auxiliaries.	K37. Knowledge of types of orthodontic bands and their functions. K38. Knowledge of methods for fitting orthodontic bands. K39. Knowledge of methods for cementing orthodontic bands. K40. Knowledge of factors that impact adhesion of orthodontic components. K41. Knowledge of methods for removing excess cement from supragingival surfaces. K42. Knowledge of types of instruments used to place orthodontic bands. K36. Knowledge of signs of tissue irritation or infection associated with orthodontic appliances.
	T12. Pre-position orthodontic brackets to facilitate movement of teeth to prescribed position.	K43. Knowledge of types of orthodontic brackets and their functions. K44. Knowledge of methods for placing brackets based on dentist's instructions. K45. Knowledge of methods for bonding orthodontic brackets. K40. Knowledge of factors that impact adhesion of orthodontic components. K46. Knowledge of methods for removing excess bonding material from surfaces of teeth. K47. Knowledge of types of instruments used to place orthodontic brackets. K36. Knowledge of signs of tissue irritation or infection associated with orthodontic appliances.

2. *Orthodontic Procedures (60%) – This area assesses the candidate's ability to prepare for and provide orthodontic assistant services. This includes services related to bonding, the placement and removal of orthodontic components, and use of auxiliaries. This area also assesses the candidate's ability to educate the patient about oral health and orthodontic maintenance. These activities are performed under the supervision of an orthodontist or dentist.*

Section	Task Statement	Knowledge Statement
2C. Orthodontic Archwires and Ligatures (20%)	T13. Place archwires to provide the force in moving teeth to prescribed position.	K48. Knowledge of the types of archwires and their functions. K49. Knowledge of methods for placing archwires based on dentist's instructions. K50. Knowledge of methods for terminating archwires. K51. Knowledge of types of instruments used to place orthodontic archwires. K36. Knowledge of signs of tissue irritation or infection associated with orthodontic appliances.
	T14. Place ligatures to connect wire to fixed orthodontic appliance.	K52. Knowledge of types of ligatures and their functions. K53. Knowledge of methods for placing ligatures based on dentist's instructions. K54. Knowledge of types of instruments used to place orthodontic ligatures. K36. Knowledge of signs of tissue irritation or infection associated with orthodontic appliances.
2D. Auxiliaries, Appliances, and Post-treatment Procedures. (7%)	T15. Assist in the placement of intraoral or extraoral auxiliaries to increase effectiveness of braces.	K55. Knowledge of types of intraoral and extraoral auxiliaries and their functions. K56. Knowledge of methods for placing or fitting intraoral and extraoral auxiliaries based on dentist's instructions. K57. Knowledge of types of instruments used to place intraoral and auxiliaries. K58. Knowledge of factors that impact the efficacy of intraoral and extraoral auxiliaries.
	T16. Remove orthodontic components to prepare for next treatment, phase, or completion.	K59. Knowledge of methods for removing orthodontic appliance components. K60. Knowledge of methods for removing orthodontic cement or bonding agents. K61. Knowledge of instruments used in the removal of orthodontic appliance components.
	T17. Check fixed or removable appliances to verify fit or retention.	K62. Knowledge of types of fixed or removable appliances and their functions. K63. Knowledge of methods for verifying fixed and removable appliances fit or retention.
	T18. Assist with post-treatment procedures to finalize or fine-tune orthodontic outcomes.	K64. Knowledge of types of post-treatment procedures and their functions. K65. Knowledge of types of instruments used in performing post-treatment procedures.
2E. Patient Education (4%)	T19. Educate patients about pre- and post-treatment instructions to promote compliance.	K66. Knowledge of symptoms patients may encounter following orthodontic treatment. K67. Knowledge of techniques for pain management following orthodontic treatment. K68. Knowledge of methods for educating patients about pre- and post-treatment instructions.
	T20. Educate patients about orthodontic hygiene and care to maintain oral health or prevent damage.	K69. Knowledge of the effects of poor hygiene and care related to orthodontics. K70. Knowledge of methods for educating patients about oral hygiene related to orthodontics.
	T21. Educate patients about appliance care to prevent damage.	K71. Knowledge of the effects of improper handling on orthodontic appliances. K72. Knowledge of methods for educating patients about orthodontic appliance care.
	T22. Educate patients about dietary recommendations to prevent damage to teeth or appliances.	K73. Knowledge of the effects of foods and beverages on orthodontic appliances and teeth. K74. Knowledge of methods for educating patients about dietary recommendations during orthodontic treatment.



3. *Infection Control and Health and Safety (18%) – This area assesses the candidate's ability to maintain a safe and sanitary work environment and to adhere to infection control protocols and standard precautions.*

Section	Task Statement	Knowledge Statement
3A. Patient Safety and Prevention of Disease Transmission (9%)	T23. Provide patient with safety precautions to enhance protection during orthodontic treatment.	K75. Knowledge of methods for using safety precautions with patients. K76. Knowledge of types of safety equipment for protecting patients. K77. Knowledge of techniques for protecting patients during diagnostic tests and imaging.
	T24. Implement barrier, evacuation, and rinse techniques to prevent the spread of disease through aerosol, droplets, and splatter.	K78. Knowledge of equipment for providing protective barriers and evacuation. K79. Knowledge of techniques for using barriers, evacuation, and rinses. K80. Knowledge of types of infectious diseases and their modes of transmission.
	T25. Sanitize hands according to protocols to prevent the transmission of diseases.	K81. Knowledge of techniques for sanitizing hands during orthodontic treatments. K80. Knowledge of types of infectious diseases and their modes of transmission.
	T26. Wear personal protective equipment to prevent contamination.	K82. Knowledge of techniques for using personal protective equipment. K80. Knowledge of types of infectious diseases and their modes of transmission.
	T27. Adhere to infectious disease prevention protocols to reduce risk of disease transmission.	K83. Knowledge of techniques for preventing the spread of infectious diseases. K80. Knowledge of types of infectious diseases and their modes of transmission.
	T28. Identify signs of medical emergencies to address situations that require immediate intervention.	K84. Knowledge of signs of allergic reaction or anaphylactic shock. K85. Knowledge of signs of medical crisis or emergency. K86. Knowledge of methods for obtaining emergency medical assistance. K87. Knowledge of methods for administering emergency first aid and CPR.
3B. Equipment Disinfection and Cross-Contamination Prevention (9%)	T29. Disinfect treatment area and equipment to prepare for or complete orthodontic treatment.	K88. Knowledge of methods for disinfecting treatment areas and equipment. K89. Knowledge of barrier techniques for protecting treatment areas and equipment. K90. Knowledge of methods for monitoring dental waterlines and water quality. K91. Knowledge of methods for disinfecting evacuation lines.
	T30. Sterilize orthodontic instruments to prevent patient-to-patient disease transmission.	K92. Knowledge of types of sterilization processes. K93. Knowledge of methods for sterilizing instruments. K94. Knowledge of techniques for storing instruments before and after use.
	T31. Adhere to disposal safety protocols to discard contaminated materials or sharps.	K95. Knowledge of techniques for the safe disposal of contaminated materials. K96. Knowledge of techniques for the safe disposal of sharps.

4. *Laws and Regulations (12%) – This area assesses the candidate's knowledge of laws and regulations regarding licensing requirements, scope of practice, professional conduct, and professional responsibilities.*

<i>Section</i>	<i>Task Statement</i>	<i>Knowledge Statement</i>
	T32. Comply with laws about consent to respect patients' right to make informed treatment decisions.	K97. Knowledge of laws regarding patient consent.
	T33. Comply with Health Insurance Portability and Accountability Act (HIPAA) regulations to provide services that protects patients' private health information.	K98. Knowledge of laws related to the Health Insurance Portability and Accountability Act (HIPAA).
	T34. Report instances of suspected abuse, neglect, and exploitation to protect vulnerable populations.	K99. Knowledge of signs of child abuse or neglect. K100. Knowledge of signs of dependent adult abuse, neglect, or exploitation. K101. Knowledge of signs of elder adult abuse, neglect, or exploitation. K102. Knowledge of methods for reporting child, elder, or dependent adult abuse.
	T35. Comply with laws about record-keeping to document, store, and dispose of patient charts or records.	K103. Knowledge of legal standards for patient record-keeping and documentation. K104. Knowledge of laws regarding the storage and disposal of patient charts or records.
	T36. Comply with laws about professional conduct to maintain professional integrity.	K105. Knowledge of laws regarding professional conduct.
	T37. Comply with laws about scope of practice to maintain professional boundaries.	K106. Knowledge of laws regarding scope of practice.

## WRITTEN EXAMINATION REFERENCES

Following is a list of publications that may help you prepare for the written exam. The list does not include all dental assisting textbooks nor is it intended to be an endorsement of the publications listed.

Bird, D., & Robinson, D. (2018). *Modern Dental Assisting* (12th Ed.). St. Louis, MO: Elsevier Inc.

California Business and Professions Code, Section(s) 1740-1777.

[https://leginfo.ca.gov/faces/codes\\_displayText.xhtml?lawCode=BPC&division=2.&title=&part=&chapter=4.&article=7](https://leginfo.ca.gov/faces/codes_displayText.xhtml?lawCode=BPC&division=2.&title=&part=&chapter=4.&article=7).

California Code of Regulations, Title 16 Professional and Vocational Regulations, Division 10, Section 1005.

Centers for Disease Control and Prevention. (2003). *Guidelines for Infection Control in Dental Health-Care Settings*. Vol. 52, RR17: Atlanta, GA: US Department of Health and Human Services.

Centers for Disease Control and Prevention. (2016). *Summary of Infection Prevention Practices in Dental Settings: Basic Expectations for Safe Care*. Atlanta, GA: US Department of Health and Human Services.

Depew, D. (2005). *Orthodontic Assisting Technique and Theory* (2nd Ed.). Kennesaw, GA: Academy of Orthodontic Assisting, LLC.

Hatrack, C. D. & Eakle, W. S. (2016). *Dental Materials: Clinical Applications for Dental Assistants and Dental Hygienists* (3rd Ed.). St. Louis, MO: Elsevier, Inc.

Kisan, R., Gulve, B., & Nehete, A. (2020). *Bonding in Orthodontics*. Beau Basin, Mauritius: LAP LAMBERT Academic Publishing Group.

Miller, C. H. (2018). *Infection Control and Management of Hazardous Materials for the Dental Team* (6th Ed.). St. Louis, MO: Elsevier, Inc.

Proffit, W. R., Fields, H. W., Larson, B.E., and Sarver, D.M. (2019) *Contemporary Orthodontics* (6th Ed.). St. Louis, MO: Elsevier, Inc.

Raked, T. (2018). *Orthodontics for Dental Hygienists and Dental Therapists* (1st Ed.). Oxford, UK: Wiley Blackwell.

OSHA Hazardous Communication Guidelines for Compliance 29 CFR 1910.1200.

OSHA's Bloodborne Pathogens, 29 CFR 1910.1030.

OSHA's Personal Protective Equipment, 29 CFR, Subpart 1.

OSHA's Respiratory Protection, 29 CFR 1910.134.

**DENTAL BOARD - SEDATION/ORTHODONTIC ASSISTANT WRITTEN EXAMINATIONS  
REGISTRATION FORM**

*Before you begin. . .*

*Read the Candidate Information Bulletin before filling out this registration form. You must provide all information requested and submit the appropriate fee. PLEASE TYPE OR PRINT LEGIBLY. Registration forms that are incomplete, illegible, or not accompanied by the proper fee will be returned unprocessed. Registration fees are not refundable.*

1. Legal Name:

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Last Name

(Jr/III)

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First Name

Middle Name

2. Candidate ID:

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3. Mailing Address:

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Number, Street

Apt/Ste

--	--	--	--	--	--

City

State

Zip Code

4. Telephone: Home

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Office

--	--	--	--	--	--	--	--

5. Email: \_\_\_\_\_@\_\_\_\_\_

6. Examination: (select one)

- ☐ Dental Sedation Assistant Permitholder Examination (\$27.23)
- ☐ Dental Assistant in Extended Functions Examination (\$41.75)
- ☐ Orthodontic Assistant Examination (\$36.91)

7. Total Fee \$\_\_\_\_\_. Pay by credit card, money order, company check or cashier's check. Make check or money order made payable to PSI. Cash and personal checks are **not** accepted.

If paying by credit card, check one: ☐ VISA ☐ MasterCard ☐ American Express ☐ Discover

Card No: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Card Verification No: \_\_\_\_\_ *The card verification number may be located on the back of the card (the last three digits on the signature strip) or on the front of the card (the four digits to the right and above the card account number).*

Billing Street Address: \_\_\_\_\_ Billing Zip Code: \_\_\_\_\_

Cardholder Name (Print): \_\_\_\_\_ Signature: \_\_\_\_\_

8. **Affidavit:** *I certify that the information provided on this registration form (and/or telephonically to PSI) is correct. I understand that any falsification of information may result in denial of registration. I have read and understand the candidate information bulletin.*

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

When you have finished this form in its entirety, please mail the form, along with the appropriate fees, to the address below.

**PSI Services LLC \* ATTN: Examination Registration CA DENTAL BOARD**  
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**Dental Board of California**  
2005 Evergreen Street, Suite 1550  
Sacramento, CA 95815  
(916) 263-2595  
Fax (916) 263-2140  
[www.dbc.ca.gov](http://www.dbc.ca.gov)



## **STATE OF CALIFORNIA NOTICE OF ELIGIBILITY**

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You are eligible to participate in the California Dental Assistant Examination. Your address label contains important date information. In the upper left corner of the address label (above your name) is the date your application for examination was approved; following that is the date by which you must take your examination. You must take your examination by the date specified on the label, or you will need to reapply (see *Expiration of Examination Eligibility* in this bulletin).

**Note:** Your name below must match exactly the one required form of identification you must bring to the testing site.

This bulletin is designed to provide you with information regarding examination procedures and content areas. To schedule your examination, please refer to the instructions in this bulletin

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