



PSI licensure:certification

3210 E Tropicana
Las Vegas, NV 89121
www.psiexams.com

*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 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 www.psiexams.com.

EXAMINATION REGISTRATION PAYMENT AND SCHEDULING PROCEDURES

Once a candidate is determined to be eligible, the Board will notify the examination administration contractor, PSI licensure:certification (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 you 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.

FEE

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.

EXAMINATION FEE

Dental Sedation Assistant Permitholder Examination (\$22.50)

Dental Assistant Extended Functions Examination (\$22.50)

Orthodontic Assistant Examination (\$26.50)

NOTE: REGISTRATION FEES ARE NOT REFUNDABLE OR TRANSFERABLE

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

Independence Day	Closed July 4, 2013
Labor Day	Closed August 31 - September 2, 2013
Thanksgiving	Closed November 28 - December 1, 2013
Christmas	Closed December 25, 2013
New Years	Closed January 1, 2014

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, www.psiexams.com. You may schedule for a test via the Internet 24 hours a day.

1. Complete the registration form online and submit your information to PSI via the Internet.
2. Upon completion of the online registration form, you will be given the available dates for scheduling your test.
3. You will need to choose a date to complete your registration.
4. Upon successful registration, you will receive a traceable confirmation number.

TELEPHONE REGISTRATION AND SCHEDULING

The second fastest method of scheduling is via the telephone with PSI's Interactive Voice Response system (IVR) during non-business hours or through live registrars during business hours. For telephone registration, you will need a valid VISA or MasterCard.

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.

Call (877) 392-6422, 24 hours a day and register using the Automated Registration System. Otherwise, PSI registrars are available Monday through Friday, between 4:30 am and 7:00 pm and Saturday, between 8:00 am and 2:00 pm, Pacific Time, to receive the information listed on your Examination Registration Form and schedule your appointment for the examination.

FAX REGISTRATION AND SCHEDULING

For Fax registration, you will need a valid VISA or MasterCard.

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, you may schedule your examination using a touch-tone phone, by calling PSI 24 hours a day at (877) 392-6422, between 4:30 am and 7:00 pm and Saturday, between 8:00 am and 2:00 pm, Pacific Time. You may also schedule online by accessing PSI's registration website at www.psiexams.com.

STANDARD MAIL REGISTRATION AND SCHEDULING

For those desiring to make a payment for their examination using **cashier's checks** or **money orders**, or for those that simply do not wish to provide credit card information over the phone or Internet, you must use the Standard Mail Registration. In order to register, please follow the steps below.

1. Complete the PSI Examination Registration Form (found at the end of the bulletin), and include appropriate examination fee to PSI. Payment of fees can be made by money order or cashier's check. Money orders or cashier's checks should be made payable to PSI. Print your social security number on your cashier's check or money order to ensure that your fees are properly assigned. **CASH, COMPANY CHECKS AND PERSONAL CHECKS ARE NOT ACCEPTED.**



Mail the completed Registration Form to:

PSI licensure:certification
ATTN: Examination Registration CA DENTAL BOARD
3210 E Tropicana
Las Vegas, NV 89121
(877) 392-6422 • Fax (702) 932-2666
www.psiexams.com

Please allow 2 weeks to process your Registration. After 2 weeks you may schedule your examination using a touch-tone phone, by calling PSI 24 hours a day at (877) 392-6422. To schedule with a PSI registrar, call Monday through Friday, between 4:30 am and 7:00 pm and Saturday, between 8:00 am and 2:00 pm, Pacific Time. You may also schedule online by accessing PSI's registration website at www.psiexams.com.

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. Please note that you may also use the automated system, using a touch-tone phone, 24 hours a day in order to cancel and reschedule your appointment.

Note: A voice mail message is not an acceptable form of cancellation. Please use the internet, automated telephone system, or call PSI and speak 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).

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:

ANAHEIM

2301 W. LINCOLN AVE, SUITE 252
ANAHEIM, CA 92801
(714) 254-1453

TAKE I-5 SOUTH TO SANTA ANA. EXIT ON BROOKHURST ST (SOUTH), TURNING LEFT. TURN RIGHT (WEST) ON LINCOLN AVE. RIGHT AFTER MONTEREY LN. GO HALF A BLOCK AND ENTER ON THE FIRST DRIVEWAY ON 2301 LINCOLN. SUITE 252 IS LOCATED ON THE SECOND FLOOR.

ATASCADERO

7305 MORRO RD, SUITE 201A
ATASCADERO, CA 93422
(805) 462-8983

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.

BURBANK

2950 N. HOLLYWOOD WAY, STE 150
BURBANK, CA 91505

FROM I-5, TAKE THE HOLLYWOOD WAY EXIT. HEAD TOWARDS THE AIRPORT. BUILDING WILL BE ON YOUR LEFT HAND SIDE APPROXIMATELY 0.7 MILES FROM FREEWAY EXIT.

IF TRAVELING WEST ON I-134, EXIT HOLLYWOOD WAY AND HEAD NORTH TOWARDS THE AIRPORT. BUILDING WILL BE ON YOUR RIGHT SIDE IN APPROXIMATELY 4 MILES.

IF TRAVELING EAST ON I-134, EXIT PASS AVENUE. TURN RIGHT ON PASS AVE. TURN LEFT ON WEST ALAMEDA. TURN LEFT ON HOLLYWOOD WAY. YOU WILL BE HEADING NORTH TOWARDS THE AIRPORT. BUILDING WILL BE ON YOUR RIGHT SIDE IN APPROXIMATELY 4 MILES.



CARSON

17420 S. AVALON BLVD, SUITE 205
 CARSON, CA 90746
 (310) 217-1066

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).

EL MONTE

4399 SANTA ANITA AVENUE, SUITE 110
 EL MONTE, CA 91731
 (626) 279-2705

FROM THE I-10E, TAKE THE SANTA ANITA AVE EXIT. TURN LEFT ONTO SANTA ANITA AVE. MAKE A U-TURN AT EMERY STREET ONTO SANTA ANITA AVE. THE TESTING SITE WILL BE ON THE RIGHT.

FRESNO

351 E. BARSTOW, SUITE 101
 FRESNO, CA 93710
 (559) 221-9006

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 BASTOW 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.

HAYWARD

24301 SOUTHLAND DRIVE, SUITE B-1
 HAYWARD, CA 94545
 (510) 784-1114

FROM I-880 N TOWARD OAKLAND, TAKE THE WINTON AVENUE EXIT. MERGE ONTO W WINTON AVE TOWARD HEALD COLLEGE. TURN LEFT ONTO SOUTHLAND DR.

FROM I-880 S TOWARD SAN JOSE/SAN MATEO BR, TAKE THE WINTON AVE WEST EXIT TOWARD HEALD COLLEGE. MERGE ONTO W WINTON AVE. TURN LEFT ONTO SOUTHLAND DR.

REDDING

2861 CHURN CREEK, UNIT C
 REDDING, CA 96002
 (530) 221-0945

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
 (951) 789-0358

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

9719 LINCOLN VILLAGE DR.
 BUILDING 100, SUITE 100
 SACRAMENTO, CA 95827
 (916) 363-6455

FROM SAN FRANCISCO/VALLEJO ON I-80 E, TAKE US-50 E TOWARD SACRAMENTO/SOUTH LAKE TAHOE. TAKE BRADSHAW ROAD, EXIT 13, TURN RIGHT ONTO BRADSHAW ROAD. TURN IMMEDIATE LEFT ONTO LINCOLN VILLAGE DR.

SAN DIEGO

5440 MOREHOUSE DRIVE, SUITE 3300
 SAN DIEGO, CA 92121
 (858) 658-0786

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 1100
 SAN FRANCISCO, CA 94134
 (415) 330-9700

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

SANTA ROSA

160 WIKIUP DRIVE, SUITE 105
 SANTA ROSA, CA 95403
 (707) 544-6723

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.

SANTA CLARA

2936 SCOTT BLVD
 SANTA CLARA, CA 95054
 (408) 844-0004

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



CALIFORNIA LAW SECURITY PROCEDURES

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.

VENTURA

4245 MARKET ST, SUITE 208
VENTURA, CA 93003
(805) 650-5220

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 1ST LEFT ONTO W MINERAL KING AVENUE.

WALNUT CREEK

175 LENNON LANE, SUITE 203
WALNUT CREEK, CA 94598
(925) 906-9165

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
- Non-resident alien card
- Non-expired Mexican Consulate Identification

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.

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

1. All candidates will have their thumbprint taken during examination check-in and re-entry into the testing room after an approved absence. If a candidate passes the examination, the thumbprint record will be destroyed. If a candidate abandons his or her application for licensure, as determined by the appropriate regulatory authority, the thumbprint will also be destroyed. If a candidate is unsuccessful, the thumbprint record will be retained by PSI to ensure proper identification on any subsequent examination attempts. If the thumbprint doesn't match upon exit and re-entry, the candidate shall be disqualified from the examination, his or her test results invalidated, and the appropriate regulatory entity will be notified of the occurrence. The taking of the thumbprint is an additional measure to enhance examination security. The Department's Office of Examination Resources shall ensure that the appropriate safeguards for the storage and destruction of the thumbprint records are in place.



2. 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. These items must be worn upon check-in, while you wait to enter the testing room, and during your initial seating for the examination.
3. There are timing mechanisms available at the test site and on the computer console to help candidates keep track of time during the test administration. Watches or other timekeeping devices are not permitted in the examination rooms.
4. Only one candidate will be allowed to take a restroom break at a time. Candidates are required to sign out when you leave the room and when you return. 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, which will take appropriate action.
5. The following items are not permitted in the examination rooms:

- Cellular telephones, personal digital assistants (PDAs), recording devices, cameras, pagers, purses, notebooks, notebook computers, reference or readings material, music players, radios, electronic games, calculators, or briefcases.
- Personal items including watches, backpacks, wallets, pens, pencils, or other writing devices, food, drinks (unless prior approval is obtained by your regulatory entity) and good-luck items.
- Hats, baseball caps, or visors (with the exception of religious apparel), coats, shawls, hooded clothing, heavy jackets, overcoats or shirts with pockets.

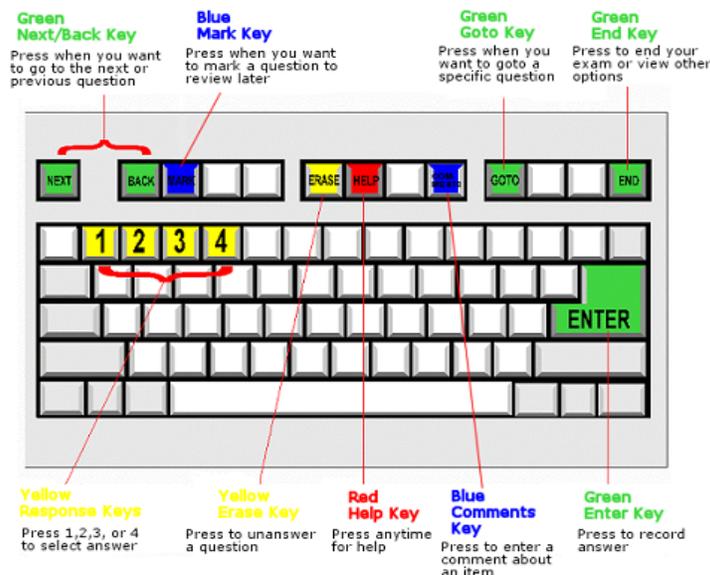
During the check-in process, all candidates will be asked if they possess any of the prohibited items and all candidates will be asked to empty their pockets. If prohibited items are found during check-in, candidates shall return these items to their vehicle or other place of safekeeping. Neither PSI,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

6. Copying or communicating examination content is a violation of PSI security policy and existing law. Either one shall result in the disqualification or invalidation of examination results, the denial of your license, and may subject the candidate to criminal prosecution.

TAKING THE EXAMINATION BY COMPUTER

Taking the PSI examination by computer is simple. You do not need any computer experience or typing skills. You will use fewer keys than you use on a touch-tone telephone. All

response keys are colored and have prominent characters. An illustration of the special keyboard is shown here.



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 to the computer and keyboard 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 as part of the tutorial so that you may practice using the keys, answering questions, and reviewing your answers.

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.

EXAMINATION QUESTION EXAMPLE

During the examination, you should press 1, 2, 3, or 4 to select your answer. You should then press "ENTER" to record your answer and move on to the next question. A sample question display follows:



PRETEST ITEMS

In addition to the number of questions per examination, a small number of five to fifteen “pretest” 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"> ▪ Knowledge of physical signs and symptoms of cardiovascular functions related to levels of anesthesia. ▪ Knowledge of physical signs and symptoms of respiratory functions related to levels of anesthesia. ▪ Knowledge of physical signs and symptoms of central and peripheral nervous system related to levels of anesthesia (i.e., levels of consciousness, etc.). ▪ Knowledge of physical signs and symptoms of metabolic functions related to levels of anesthesia. ▪ Knowledge of scope of practice and supervisory requirements related to monitoring a sedation patient.
Monitor patient by utilizing data from noninvasive devices related to levels of anesthesia. (32%)	Routine Physiological Changes (18%)
	<ul style="list-style-type: none"> ▪ Knowledge of noninvasive devices and data utilized to monitor cardiovascular functions related to levels of anesthesia (i.e., EKG, BP monitor, etc.). ▪ Knowledge of noninvasive devices and data utilized to monitor respiratory functions related to levels of anesthesia (i.e., pulse oximeter, capnography, precordial stethoscope, etc.). ▪ Knowledge of noninvasive devices and data utilized to monitor metabolic functions related to levels of anesthesia (i.e., capnography, etc.). ▪ Knowledge of scope of practice and supervisory requirements related to monitoring a sedation patient.
	Dental Sedation Emergencies and Complications (14%)
	<ul style="list-style-type: none"> ▪ Knowledge of physical signs and symptoms indicating complications or a medical emergency related to sedation (i.e., airway, respiratory, cardiovascular, neurological). (BPC p.186, (f)(1)) ▪ Knowledge of noninvasive device data indicating complications or a medical emergency. ▪ Knowledge of scope of practice and supervisory requirements related to monitoring a sedation patient.

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"> ▪ Knowledge of overview (pharmacology, contraindications, adverse reactions and characteristics, etc.) of classes of drugs and medications used in contemporary sedation and general anesthesia. ▪ Knowledge of overview (pharmacology, contraindications, adverse reactions and characteristics, etc.) of classes of drugs and medications used in contemporary medical emergency treatment (i.e., reversal agents, oxygen, epinephrine, etc.). ▪ Knowledge of procedures to identify and verify drugs and medications ordered (i.e., expiration date, concentration, generic versus brand name, etc.). ▪ Knowledge of scope of practice and supervisory requirements related to identifying and verifying drugs.

<p>Draw drugs and medications ordered by the licensed provider. (10%)</p>	<ul style="list-style-type: none"> ▪ Knowledge of ampule and vial handling in preparation for drug and medication draw. ▪ Knowledge of techniques and measurement for drug and medication drawing and syringe labeling. ▪ Knowledge of characteristics of syringes and needles including use, types, gauges, lengths, and components. ▪ Knowledge of scope of practice and supervisory requirements related to drawing drugs and medications.
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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
<p>Add drugs, medications, and fluids to intravenous lines using a syringe. (12%)</p>	<ul style="list-style-type: none"> ▪ 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. ▪ Knowledge of armamentaria for adding drugs, medications and fluids to IV lines (i.e., injection ports, syringe types, etc.). ▪ Knowledge of scope of practice and supervisory requirements related to administering drugs, medications and fluids.
<p>Determine patency of intravenous line. (10%)</p>	<ul style="list-style-type: none"> ▪ Knowledge of techniques to evaluate patency of IV lines. ▪ Knowledge of recognition and management of IV related complications (patency, air in line, etc.). ▪ Knowledge of armamentaria for IV set-ups, including types of fluid, IV lines, and connectors.

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

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

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, 5th 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, 4th edition*. St. Louis, MO: Mosby.

Stoelting, R. K. & Miller, R. D. (2000) *Basics of anesthesia, 4th edition*. New York: Churchill Livingstone.

THE DENTAL ASSISTANT EXTENDED FUNCTIONS EXAMINATION PLAN

PRELIMINARY EVALUATION (28%) - This category assesses the candidates knowledge, skills, and abilities to conduct preliminary evaluations in dental office environments and conduct oral health assessments in school-based or community health project settings.

Job Task	Associated Knowledge Statements
<p>Chart existing conditions of the dentition for preliminary evaluation.</p> <p>Perform visual preliminary intraoral and extra-oral evaluation of soft tissue.</p> <p>Determine classification of occlusion for preliminary evaluation.</p> <p>Conduct preliminary myofunctional evaluation of the head and neck.</p>	<ul style="list-style-type: none"> ▪ Knowledge of dental nomenclature and morphology. ▪ Knowledge of extra-oral pathology and anomalies. ▪ Knowledge of intraoral pathology and anomalies. ▪ Knowledge of facial landmarks and deviations from normal. ▪ Knowledge of classifications of occlusions. ▪ Knowledge of anatomy and normal myofunction of head and neck. ▪ Knowledge of abnormal myofunction of head and neck (temporal mandibular dysfunction). ▪ Knowledge of RDAEF supervision requirements related to different practice environments.

CORD RETRACTION (10%) - This category assesses the candidate's knowledge, skills, and abilities to place, manage, and remove cord retraction.

Job Task	Associated Knowledge Statements
<p>Place retraction cord for impression procedures.</p>	<ul style="list-style-type: none"> ▪ Knowledge of basic tissue management related to gingival retraction with cord. ▪ Knowledge of types and sizes of retraction cords. ▪ Knowledge of techniques and procedures for cord retraction placement and removal. ▪ Knowledge of scope of practice related to cord retraction.

ENDODONTIC POINTS (12%) - This category assesses the candidate's knowledge, skills, and abilities to select, size, fit, and cement endodontic master points and accessory points.

Job Task	Associated Knowledge Statements
<p>Select size and fit endodontic master point and accessory points.</p> <p>Cement endodontic master and accessory points.</p>	<ul style="list-style-type: none"> ▪ Knowledge of size range of master point and accessory points for selection. ▪ Knowledge of techniques and procedures for fitting master point and accessory points. ▪ Knowledge of types and characteristics of endodontic cementing materials. ▪ Knowledge of techniques and procedures for cementation of endodontic master and accessory points. ▪ Knowledge of scope of practice related to endodontic points.

FINAL IMPRESSIONS (10%) - This category assesses the candidate's knowledge, skills, and abilities to take final impressions and to handle materials and to select and adapt trays for final impressions for permanent indirect restorations and toothborne removable prostheses.

Job Task	Associated Knowledge Statements
<p>Take final impressions for permanent indirect restorations and toothborne removable prostheses.</p>	<ul style="list-style-type: none"> ▪ Knowledge of types and handling characteristics of final impression materials. ▪ Knowledge of selection and adaptation of final impression trays. ▪ Knowledge of techniques and procedures for taking final impressions. ▪ Knowledge of scope of practice related to final impressions.

DIRECT RESTORATIONS (26%) - This category assesses the candidate's knowledge, skills, and abilities to polish and contour existing amalgam restorations; and place, contour, finish, and adjust all direct restorations.

Job Task	Associated Knowledge Statements
Place direct restorations. Contour direct restorations. Adjust direct restorations. Finish direct restorations. Polish direct restorations.	<ul style="list-style-type: none"> ▪ Knowledge of types and characteristics of direct restoration materials. ▪ Knowledge of techniques and procedures for placement of direct restoration materials. ▪ Knowledge of techniques and procedures for contouring direct restoration materials. ▪ Knowledge of techniques and procedures for adjusting direct restoration materials. ▪ Knowledge of techniques and procedures for finishing direct restoration materials. ▪ Knowledge of techniques and procedures for polishing direct restoration materials. ▪ Knowledge of scope of practice related to direct restorations.

INDIRECT RESTORATIONS (14%) - This category assesses the candidate's knowledge, skills, and abilities to conduct preliminary adjustment, to cement, and to conduct final adjustment of permanent indirect restorations.

Job Task	Associated Knowledge Statements
Preliminary adjustment of permanent indirect restorations prior to cementation. Cement permanent indirect restorations. Final adjustment of permanent indirect restorations after cementation.	<ul style="list-style-type: none"> ▪ Knowledge of techniques and procedures to identify and adjust occlusal discrepancies. ▪ Knowledge of techniques and procedures to identify and adjust contour and contact discrepancies. ▪ Knowledge of techniques and procedures to identify and adjust margin discrepancies. ▪ Knowledge of types and characteristics of luting agents for indirect restoration. ▪ Knowledge of techniques and procedures for permanently placing indirect restorations. ▪ Knowledge of scope of practice related to indirect restorations.

THE ORTHODONTIC ASSISTANT EXAMINATION PLAN

1. **General Orthodontic Knowledge (16%)** - This area assesses the candidate's knowledge of general orthodontic and dental practices.

Job Task		Associated Knowledge Statements
1.	T1. Select size and type of orthodontic bands. T2. Fit orthodontic bands. T7. Preposition orthodontic brackets.	K1. Knowledge of basic dental anatomy and nomenclature K2. Knowledge of sizes, types, and material characteristics of orthodontic bands and attachments. K3. Knowledge of theory of band positioning and tooth movement. K3.1 Knowledge of theory of bracket positioning and tooth movement.

2. **Orthodontic Bands and Cement Removal (23%)** - This area assesses the candidate's ability to size, fit, cement and remove orthodontic bands. This area also assesses the candidate's ability to remove excess cement.

Job Task		Associated Knowledge Statements
2A.	T1. Select size and type of orthodontic bands. T2. Fit orthodontic bands. T3. Cement orthodontic bands.	K1. Knowledge of basic dental anatomy and nomenclature. K2. Knowledge of sizes, types, and material characteristics of orthodontic bands and attachments. K3 Knowledge of theory of band positioning and tooth movement. K4. Knowledge of alignment, adaptation, and contouring of bands for fit. K5. Knowledge of armamentaria and procedures for fitting and cementing orthodontic bands. K6. Knowledge of orthodontic banding cements and adhesive materials.
2B.	T4. Remove orthodontic bands.	K7. Knowledge of armamentaria for removal of orthodontic bands. K8. Knowledge of methods, procedures, and techniques for removal of orthodontic bands.
2C.	T10. Remove excess cement with a hand instrument or ultrasonic scaler from supragingival surfaces of teeth undergoing orthodontic treatment.	K21. Knowledge of methods, techniques, and procedures for using an ultrasonic scaler for the removal of cement (i.e., tips, types, maintenance, etc.).
		K22. Knowledge of methods, techniques, and procedures for using hand instruments for the removal of cement (i.e., finger rest, types, maintenance, etc.). K23. Knowledge of scope of practice limitations related to removal of cement (supragingival only)

3. **Orthodontic Brackets (38%)** - This area assesses the candidate's ability to place and remove orthodontic brackets.

Job Task		Associated Knowledge Statements
3A.	T5. Prepare teeth for bonding. T6. Select orthodontic brackets. T7. Preposition orthodontic brackets. T8. Cure orthodontic brackets.	K9. Knowledge of chemistry and characteristics of etchant, priming, and bonding materials (i.e., hydrofluoric acid, etc.). K10. Knowledge of material selection for etching, priming, and bonding related to specific bonding surfaces. K11. Knowledge of armamentaria for tooth etching, priming, prepositioning, and bonding. K12. Knowledge of procedures for tooth etching and priming (application and time factors). K13. Knowledge of bracket selection according to tooth identification. K14. Knowledge of methodologies and procedures for placing bonding materials on and

Job Task		Associated Knowledge Statements
		<p>prepositioning of orthodontic brackets.</p> <p>K15. Knowledge of methods for curing orthodontic brackets.</p> <p>K16. Knowledge of types and characteristics of brackets and attachments.</p> <p>K17. Knowledge of scope of practice limitations related to the positioning and curing of orthodontic brackets.</p>
3B.	T9. Remove orthodontic brackets and attachments.	<p>K18. Knowledge of armamentaria for bracket and attachment removal.</p> <p>K19. Knowledge of method, procedures, and techniques for brackets and attachment removal.</p> <p>K20. Knowledge of scope of practice limitations related to removal of brackets and attachments (bonding materials).</p>

4. Orthodontic Archwires (23%) - This area assesses the candidate's ability to place and ligate archwires.

Job Task		Associated Knowledge Statements
4.	T11. Place and ligate archwires.	<p>K24. Knowledge of types of archwire materials and characteristics.</p> <p>K25. Knowledge of armamentaria and techniques used for placing and ligating archwires (i.e., full slot engagement, etc.).</p> <p>K26. Knowledge of procedures for placement of archwire previously adjusted by the dentist.</p> <p>K27. Knowledge of ligature systems, purpose and types (including elastic, wire, and self-ligating).</p>

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. L. & Robinson, D. S. (2011). Modern Dental Assisting, 10th Edition

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STATE OF CALIFORNIA NOTICE OF ELIGIBILITY

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).

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