

Expanded Function Dental Auxiliary Checklist

Application deadline: June 15 for autumn start

This checklist is provided as a self-help guide to assist you in meeting all entry requirements. Acceptance is selective and determined by the following criteria.

- Complete the COTC admission application, www.cotc.edu/apply (this is not the program application).
- Attend a mandatory EFDA Information Meeting (valid 12 months).
RSVP: <https://www.cotc.edu/program-information-meetings>
- Submit documentation of certified dental assistant (CDA) or a registered dental assistant (RDA).
- Submit documentation of CPR Certification or complete EMS-100 Basic Life Support (CPR).
- Complete EFDA Selection Exam – Exam must be taken in-person at the COTC Newark Campus testing center.
 - It's highly recommended to attend an information meeting before scheduling your exam.
- Submit Employer Reference Form: <https://form.jotform.com/COTCwebmaster/EFDAReference>
 - Documentation must be received for at least two years of chairside experience in a dental office. If you have been employed at multiple practices within two years, submit verification for each dental office.
- Submit Expanded Functions Dental Auxiliary program application. Applications are available one prior to deadline. Request from cotcadmissions@mail.cotc.edu.

All documentation should be submitted to COTC Student Records.
cotcrecords@mail.cotc.edu

