


How to become a “Registered Dental Assistant” and how Tooth Fairy Systems can help you!



Tooth Fairy Systems has been helping dental assistants become registered dental assistants for over 35 years. It is what we do best! We offer outstanding courses that are required for the unlicensed dental assistant and courses to help you become a RDA. Our courses are known to be the best courses available! Here is how to qualify to apply for the RDA exams:



A. The first thing you must have is either work experience or educational experience. There are three different pathways that qualify candidates:

This information is found on the DBC website:

http://www.dbc.ca.gov/applicants/rda/exam_rda_qual.shtm.

To qualify for the RDA examinations, you must meet one of the following:

- 1.** Graduate from a Board-approved RDA educational program of a minimum of 800 hours (approximately 8 months). **This means you went to a dental assisting program/school that is approved by the DBC. Use the “Formal Education” application.**
- 2.** Complete at least 15 months of satisfactory (1,280 Hours) paid work experience as a dental assistant with a dentist licensed in one of the states in the United States. **This means you are on the job trained also known as work experience. Use the “Work Experience” application.**
- 3.** Complete a California Department of Education approved 4-month educational program and 11 months of work experience with a dentist(s) licensed in one of the states of the United States. This means you went to a Regional Occupation type program that does not meet the requirements in #1. **Use the “Work Experience” application.**

Acknowledgement of education is good for 2 years after graduation on either application.



B. Next, you need certain licenses and/or certificates. Whether you earned them from your dental assisting program or from another source that is approved by the DBC, you must have these completed prior to submitting your application:

1. **8-Hour Infection Control certificate.** This is a requirement for all unlicensed dental assistants whether they wish to become a RDA or not. *The 8-hour Infection Control course is required for all dental assistants within 120 continuous days of employment, and for RDA applicants who have not completed a Board-approved program in Dental Assisting. This certificate must be taken within five years of application submittal.*
 - a. If you graduated from a board approved dental assisting program after 2010, you probably earned this in your program.
 - b. Some ROP programs administer this.
 - c. Santa Clara County Dental Society offers this class. Contact them @ 408-289-1480 or www.sccds.org for dates, times, and enrollment information. This class is 4 hours online and 4 hours in-person for the lab component check off.

2. **2-Hour California Dental Practice Act certificate /DPA.** This is a requirement for all unlicensed dental assistants whether they wish to become a RDA or not. *The 2-hour Dental Practice Act course is required for all dental assistants within 120 continuous days of employment, and for RDA applicants who have not completed a Board-approved program in Dental Assisting. This certificate must be taken within five years of application submittal.*
 - a. If you graduated from a board approved dental assisting program after 2010, you probably earned this in your program.
 - b. Some ROP programs administer this.
 - c. Santa Clara County Dental Society offers this class. Contact them @ 408-289-1480 or www.sccds.org for dates, times, and enrollment information.

3. **Current and ongoing CPR card (ARC or AHA).** This is a requirement for all unlicensed dental assistants whether they wish to become a RDA or not. *This certification is required for all dental assistants within 120 continuous days of employment.*
 - a. Must be from the American Red Cross or the American Heart Association.
 - b. Santa Clara County Dental Society offers this class. Contact them @ 408-289-1480 or www.sccds.org for dates, times and enrollment information.

4. **California Radiation Safety license/X-Ray.** This license never expires.
 - a. Completed during most DA programs.
 - b. We offer this course, if on the job trained. Please see our website for dates, prices., and enrollment information.

5. **Coronal Polishing certificate.** This certificate never expires, but you may not use it until you become a RDA. So, do not rush to take this class if you are a year away from applying for the exams.
 - a. Completed during most Board approved DA programs.
 - b. We offer this course. Please see our website for dates, prices., and enrollment information.

*******Remember: The pit and fissure certificate is not necessary to get until after you take the RDA exams and before you renew your RDA license for the first time needing continuing education units.*******


Make copies of EVERYTHING including your certificates and your application before sending anything to the DBC.




NOTE: Create a folder to keep everything in! As you obtain your certificates, make

copies of them. Complete the appropriate application and make a copy of the application for your records. Keep everything in a folder so you have it all organized, including the letters you receive from the DBC.

When you have completed steps A & B you are ready you submit your application!

 **C. About one month to two weeks before you send in your application, you need to get your fingerprints done.**

The fingerprint information is on the last page of the application. The cost for fingerprinting can be anywhere from \$50.00-\$85.00. You do not need to send the fingerprints with your application, they are automatically sent to the DBC (Dental Board of California) when you get them done. But, you must have the form from the last page of the application with you to get your fingerprints done. Your fingerprints must be current within a 3-month period.

 **D. Mail your application:**

Send the original application and copies of your certificates and to the dental board (the address to the DBC is on the top of the application). You keep the original certificates and a copy of the application.

With your application, you will need to send a \$120.00 check made out to the DBC.

You must send everything during the Dental Board's filing period. See the DBC dates on their website: http://www.dbc.ca.gov/formspubs/2017_rdaef_exam_sched.pdf

NOTE: You may send a self addressed stamped postcard or envelope along with your application. The DBC will send this back to you when they open up your application envelope. All this indicates is that the DBC received you application in the mail.

 **E. Once the DBC gets your application:**

The DBC will then send you a notice that they are processing your application and if: **1.** They find it to be incomplete **or** **2.** They find it to be complete:

1. If they find your application to be incomplete: the DBC will identify why and tell you what your next step is. You need to complete the requirements before you can proceed to take any of the exams. An incomplete application may cause you to be delayed in taking any of the exam.

2. If they find your application to be complete: The DBC will send you an acceptance letter and you will be assigned a **file number**. That is a specific number assigned to you and it can be found on the first page of the letter from the DBC. This is your new identification with the DBC. If you need to contact the DBC regarding anything such as your application, your licensing status, etc., you will need to reference that number. **DO NOT LOSE THIS LETTER~** Keep it in the file you created with all of your certificates, etc.

F. Once you received the acceptance letter from the DBC and have that file number assigned to you: You may call PSI (the DBC will give you that information with

your letter) to schedule your written exams. **You get to schedule your written exams with PSI by choosing times and dates that work for you! You do not need to take these exams in any particular order.**

*****Please Note: There is no longer a practical exam component*******

When you call PSI to schedule your tests you will be charged by them (PSI) for the examination fee of \$38.50



Tooth Fairy Systems offers a course to prepare you for the exam!

***Comprehensive 2-Day Written Exam Review Seminar to prepare you for the Written Exam:**

This comprehensive lecture and interactive review seminar reviews all aspects and subject areas of the RDA Written Examination, including Law & Ethics portion. You will learn techniques of test taking from experienced professionals. A course workbook is provided for you to use for note taking during the class and as a study guide to continue preparation. Included in the workbook are “test-type” questions to better prepare you for the RDA Written Examination.

We are proud to be the “Go To” company that has helped thousands of dental assistants become successful RDAs. Our customer service and our dedication to YOU is unsurpassed! We are here to help YOU succeed, and we are happy to help.

Visit us at www.toothfairysystems.com for more information or for a schedule of our courses.

We wish you success!