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# KIRKWOOD COMMUNITY COLLEGE

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## EXPANDED FUNCTIONS DENTAL ASSISTANTS PROGRAM- INITIAL MEMO

Thank you for your interest in the Expanded Functions Dental Assistants (EFDA) program. Kirkwood Community College Continuing Education is pleased to offer this program to expand your training in the dental field.

Enclosed is the paperwork required to enter the EFDA Program:

<i>Student Data</i>	<i>Independent Study Contract</i>
<i>Agency Agreement</i>	<i>Registration Form</i>

Once you have completed the paperwork, please mail or fax back attention to EFDA Dental at the address below. Upon receipt of your payment and completed forms, your registration will be processed once an assigned dental faculty member has reviewed, approved, and signed your forms. When registration is complete, you will receive a confirmation email with specific instructions for contacting the dental faculty member to schedule your orientation. The orientation will be your opportunity to ask program specific questions. At that time, you will also receive course materials. **Please note:** if more than one dentist will be providing supervision of your coursework and skills at your workplace, we will need an agency agreement and an independent study contract completed and signed, for each dentist. All materials in this coursework are copyright of Kirkwood Community College.

### **Additional Function: EFDA: Monitoring of Nitrous Oxide Inhalation Analgesia with a Dental Patient**

This instructional unit provides the student with an awareness of the indications and contraindications for nitrous oxide use, a working knowledge of the equipment, an understanding of the procedure for administering nitrous oxide analgesia, and prepares the participant to monitor nitrous oxide inhalation analgesia in a dental setting. This is a non- credit independent study course with a grading criterion of pass/fail. This course may be taken with the full EFDA course or as an independent unit. The student will have 6-months to complete the course and must be currently employed in a dental office where this function is conducted. Tuition does not include required textbook.

**Notice: You are not officially registered for the program until payment and all of the attached paperwork (completed and signed by all parties) has been returned and is on file. Your program begins once you have completed your orientation with your instructor. Students must complete their orientation with the instructor within 4 weeks of the orientation email being sent to the student in order to complete the course. Any students not completing orientation within that timeframe will forfeit their right to a refund, certificate of CEU's or course completion, and will be immediately removed from the course. Payment may be made by check, money order, or credit card. You may fax the registration paperwork back after all the forms have been completely filled out and signed by the dentist and the student only if the tuition is paid with a credit card. Otherwise, paperwork (and payment) must be mailed to EFDA Dental attention at the address listed below or delivered directly in person.**

***Refund policy: No refunds once the student has been registered and materials have been sent to the student. If the student is unable to complete the course in the time allotted, the student will be given an incomplete and will not be allowed to complete the course at a later date without registering and paying for the entire course again.***

***Students may not have another agency employee take their place if they are unable to complete the course.***

If you have any ***program specific questions*** prior to your orientation, please e-mail Kirkwood Dental CE Instructor Kristee Malmberg at [Kristee.Malmberg@Kirkwood.edu](mailto:Kristee.Malmberg@Kirkwood.edu).

If you have any questions regarding the enclosed paperwork and/or the registration process, feel free to contact us.

Thank you,  
EFDA Dental Team,

Kirkwood Community College  
Continuing Education: EFDA KLIFE  
6301 Kirkwood Blvd SW  
Cedar Rapids, IA 52404  
PH: 319-398-5626 | FAX: 319-398-5432  
[ceprogrammers@kirkwood.edu](mailto:ceprogrammers@kirkwood.edu)

8/2025