

ADEA DHCAS® Program FAQs

Q: Who is the American Dental Education Association (ADEA)?

The American Dental Education Association is The Voice of Dental Education. Its members include all U.S. and Canadian dental schools and many allied and advanced dental education programs, corporations, faculty and students. The mission of ADEA is to lead institutions and individuals in the dental education community to address contemporary issues influencing education, research and the delivery of oral health care for the overall health and safety of the public.

Q: What is the ADEA Dental Hygiene Centralized Application Service (ADEA DHCAS®)?

The ADEA Dental Hygiene Centralized Application Service (ADEA DHCAS) is a nationwide, full service, web-based application system that provides a convenient way for prospective students to research and apply to multiple dental hygiene programs using a single application. It also serves as a streamlined admissions process for dental hygiene programs through collection and dissemination of uniform applicant information.

Q: What are the benefits to my program of using a Centralized Application Service (CAS)?

Programs that participate in a CAS receive:

- Wider exposure at the national level.
- Increased name recognition.
- Reduced administrative burden.
- Use of powerful admissions management software at no cost.
- Uniform application data and materials from all applicants, and much more!

Q: When is the ADEA DHCAS application available each year?

The ADEA DHCAS application opens each year in November and remains open through the following August.

Q: Which programs are eligible for participation in ADEA DHCAS?

All dental hygiene education programs accredited by the Commission on Dental Accreditation (CODA) are eligible for participation in ADEA DHCAS.

Q: What is the cost to programs to participate in ADEA DHCAS?

Participation in ADEA DHCAS, as well as use of WebAdMIT—the admissions management software which comes with participation in ADEA DHCAS—is 100% FREE to programs! There is never a charge for programs to use the service.

Q: What expectations or requirements are there for programs who participate in ADEA DHCAS?

Programs participating in ADEA DHCAS are asked to sign a non-binding participation agreement outlining what is provided by ADEA DHCAS and the expectations of programs participating in the CAS. Programs using the service are expected to:

- Consider applications received through the service as official.
- Complete a brief training about the service prior to gaining access.
- Keep their information with ADEA DHCAS up to date.

In addition, participating programs are strongly encouraged to:

- Use ADEA DHCAS as their sole source of applications.
- Include information regarding their participation, as well as link to the ADEA DHCAS application, on the program's website.

A copy of the non-binding participation agreement is available upon request.

Q: Can an institution with multiple program levels, such as entry level, degree completion and graduate sign up only one program level to participate in ADEA DHCAS?

Yes! Institutions can sign up any or all dental hygiene education programs offered by their school for participation in ADEA DHCAS. Not all programs offered need to be signed up, although this does increase awareness of the many benefits of the application service.

Q: What is the ADEA DHCAS Search Engine?

The ADEA DHCAS Search Engine is a publicly-available online database of profiles for participating programs. Each participating program is asked to share important information about their program such as deadline dates, supplemental application required, program description, prerequisite coursework and any special announcements. Current or potential applicants are able to search for participating programs by name, program type/level, teaching method (i.e. on campus, online or hybrid) or state, and can view a profile of the program at any time.

Search

Program Name:

Program Type:

Teaching Methods:

State:

Search

Clear Form

Q: What information is collected from applicants as a part of the ADEA DHCAS application?

Information collected from all applicants is broken down into four quadrant sections:

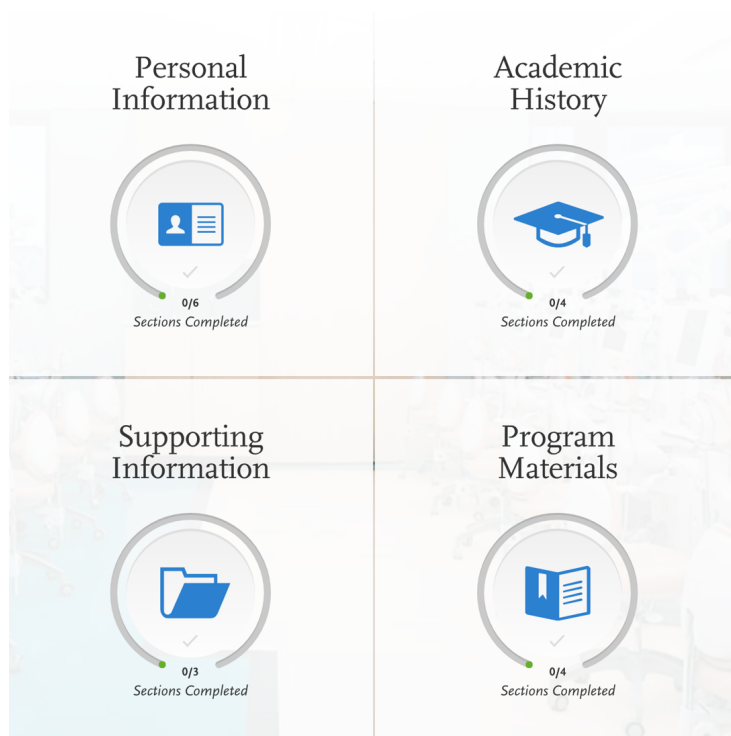
- Personal Information.
- Academic History
- Supporting Information
- Program Materials

Data collected includes:

- Basic biographic, contact, citizenship, race and ethnicity and criminal background information.
- High school(s) and college(s) attended.
- Official transcripts for all postsecondary institutions attended (required).
- Self-reported standardized test scores for 11 different standardized tests.
- Dates and descriptions of any professional, volunteer or extracurricular experiences, achievements or awards received, and certifications held.

In addition, applicants to entry-level programs are required to enter in all postsecondary coursework completed or in-progress at the time of application.

Participating programs have the option of adding program-specific requirements to the application, including questions, documents (i.e. cv/resume), identification of prerequisite coursework and letters of recommendation.



Q: What is the process for applicants to apply through ADEA DHCAS?

Applicants must create an account with ADEA DHCAS, complete the four quadrant sections of the application (including any program specific requirements), provide official copies of transcripts from all postsecondary institutions attended directly to ADEA DHCAS and pay the required application fees in order for their applications to be processed and released to their designated program(s). For a full description, please review the Application Workflow.

Q: Can participating programs customize or add specific questions or requirements to the ADEA DHCAS application?

Yes! Programs have the ability to add an unlimited number of “program specific” questions to the application for individuals applying to their program. In addition, programs can request up to five letters of recommendation from applicants, as well as ask applicants to provide five different types of supplemental documents (i.e. shadowing hours’ verifications) or provide a list of courses they feel fulfill the prerequisite coursework requirements for applicants to the program.

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Q: What if my program has a supplemental or institutional application that must be filled out in addition to the program application?

Programs participating in ADEA DHCAS can continue to use any supplemental applications needed. These supplemental forms or applications can be uploaded by the applicant as a part of the ADEA DHCAS application, or provided directly to the program or institution. Alternatively, an unlimited number of supplemental questions can be added to the ADEA DHCAS application by participating programs for applicants to answer as a part of the application process.

Q: Are applicants able to update their application information after submitting the application to ADEA DHCAS?

While most application information is locked once the applicant has submitted the online ADEA DHCAS application, some portions of the application can be updated. Applicant name and contact information can be updated at any time. Applicants to entry-level programs can also add in newly completed coursework since initially submitting the application during the “Academic Update” period from May to July of each year. No other sections of the application can be updated after submission.

Q: What is the cost of applying to a program through ADEA DHCAS?

In the current 2016-17 application cycle, the application fees are \$95 for the first program applied to through ADEA DHCAS, and \$45 for each additional program. Beginning in the 2017-18 application cycle to open in November 2017, the fees will be \$50 for first program designation and \$35 for each additional program.

Q: Does ADEA DHCAS create more work for applicants to a program by adding an additional step to the application process?

No. Applicants to a program are most likely already being asked to provide much of the same basic biographic, contact, citizenship and academic history information on a program's current application as is being required on the ADEA DHCAS application. Most additional information asked for by ADEA DHCAS is optional, allowing applicants to leave those portions of the application blank should a program not request or require the information. ADEA DHCAS serves as one secure place to enter and store this information for applicants, and provides all data and documents in a complete, uniform format for programs.

Q: How do participating programs in ADEA DHCAS receive applicant information and documents from ADEA DHCAS?

All application information and associated documents are provided electronically by ADEA DHCAS to an applicant's designated program(s) via WebAdMIT—the free admissions management software that comes along with participating in ADEA DHCAS. WebAdMIT is accessible online at any time by any individual at a program who has been granted access by the program administrator (usually the program director or primary admissions person for the program). Access is typically granted to anyone who normally has access to applicant information for review or data entry purposes.

Q: How long will it take to gain access to applicant information after the ADEA DHCAS application has been submitted by the applicant?

Applicant information is provided in real time to programs via WebAdMIT. As soon as an applicant has submitted the ADEA DHCAS application online, their information is available to programs for viewing. For applicants to entry level programs, calculation and release of GPAs can take up to an additional 2-3 weeks, though this typically occurs within 2-3 business days. While applications are available for viewing in WebAdMIT as soon as they are submitted, they will not be identified as "complete" until ADEA DHCAS has received all required materials, reviewed the materials provided and calculated the GPAs.

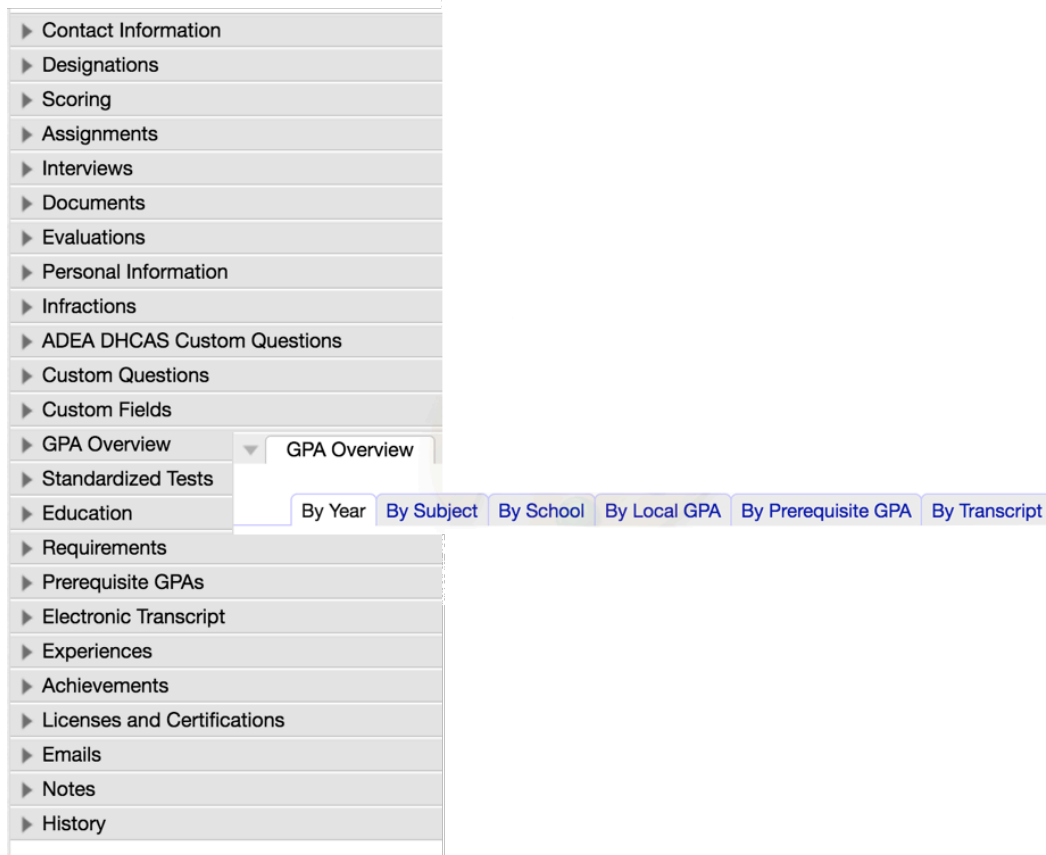
Q: What features are included in WebAdMIT to help with the admissions process?

WebAdMIT is an upgrade to the Microsoft Excel spreadsheet or Access Database many programs currently use to complete their admissions review process. WebAdMIT offers admissions officers a tool that can streamline their admissions process by providing one secure database of all applicant information in a standard format. Tools within WebAdMIT include the ability to:

- Tailor access levels and functionality for users based on their role in the application review process.
- Track each applicant through the application process using locally defined application statuses.
- Export any or all data collected as a part of the ADEA DHCAS application out of WebAdMIT in multiple file formats compatible for import into many common student data management systems such as PeopleSoft, Banner, Jenzabar and others.
- Set up multiple scoring or ranking models which can be applied to applicants at various stages of the application review process.
- Conduct, record and score interviews with applicants.
- Run analysis reports on an entire applicant pool, or any select group of applicants.

Q: What information is provided about applicants to participating programs?

All information collected as a part of the ADEA DHCAS application is provided to programs via WebAdMIT, including high-resolution, full color scanned copies of all official transcripts received. In addition, for entry level applicants, ADEA DHCAS provides GPAs for postsecondary coursework by institution attended, year, term and subject area, as well as a GPA for an applicant’s self-identified prerequisite courses and an overall cumulative GPA.



Q: Will ADEA DHCAS verify that applicants to a program have met all of the program specific and prerequisite requirements before allowing the submission of an application?

ADEA DHCAS will make sure that all information required by a program as a part of the ADEA DHCAS application is received prior to identifying an application to a program as “complete.” ADEA DHCAS, unfortunately, cannot verify that documents or letters of recommendation provided meet stated requirements, or that courses completed by applicants fulfill a program’s specific prerequisite coursework requirements. While applicants can self-identify the courses they feel fulfill each prerequisite course listed on the application by a program and ADEA DHCAS will calculate out a GPA for these courses, programs must ultimately determine if the courses identified by the applicants fulfill their requirements.

Q: Does ADEA DHCAS review applications or make any admissions decisions on behalf of participating programs?

No. ADEA DHCAS serves as an application and data clearinghouse only and is in no way involved in the admissions decision making process. It is the responsibility of each individual program to review all applications received and render their own admissions decisions.

Q: Does ADEA DHCAS share admissions status or final admissions decisions with applicants?

No. ADEA DHCAS will never share any admissions statuses or decisions with applicants, even when entered into the WebAdMIT admissions management software. Programs are responsible for sharing admissions status and decisions with applicants directly.

Q: Does ADEA DHCAS share admissions status or information from one participating program with any other participating programs to which an applicant has applied?

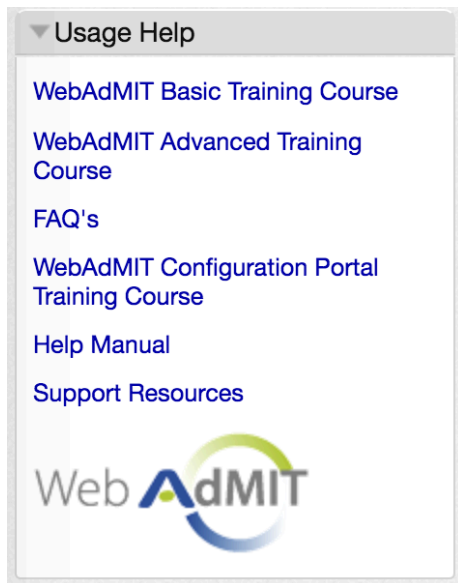
No. ADEA DHCAS does not share any admissions status or information for applicants to your program with any other participating program, regardless of whether or not an applicant has applied to more than one program. Admissions information entered into WebAdMIT is never shared with any other programs.

Q: Are programs participating in ADEA DHCAS able to withdraw from the service at any time?

Yes. Participating in ADEA DHCAS is voluntary and can be ceased at any time a program no longer wishes to use the service. All application information collected through ADEA DHCAS while the program was participating will continue to be available to the program via WebAdMIT for a specified period of time.

Q: What user support is offered to participating programs in ADEA DHCAS?

Participating programs in ADEA DHCAS have access to phone and email support for questions or concerns about their application, WebAdMIT and/or specific applicant issues. Numerous online help guides and videos are available, in addition to self-paced online basic and advanced training courses about the use of the WebAdMIT software.



Q: Are participating programs expected to answer applicant questions about the ADEA DHCAS application?

While programs are certainly able to answer questions if they wish, applicants have access to phone and email customer service teams who are happy to answer questions about the application process or status, as well as help with any technical issues they may experience with the application. ADEA DHCAS customer service will refer applicants to the individual programs to which they are applying should they have program specific admissions questions.

Q: How long does it take to begin using ADEA DHCAS once a program has made the decision to come on board?

Prior to beginning the onboarding process, a nonbinding participation agreement must be signed and returned to ADEA. From the time the signed participation agreement is received, it generally takes less than 2-3 weeks to get a program active in ADEA DHCAS, though the timing can vary depending on how much time a program wants or needs to get their application set up. For more information about the onboarding process, please review the ADEA DHCAS Onboarding Workflow and Decision Points documents.