ADEA Centralized Application for Advanced Placement for International Dentists (ADEA CAAPID®) Application Instructions 2018–2019

Contents

What Is ADEA CAAPID®?

The ADEA Centralized Application for Advanced Placement for International Dentists (ADEA CAAPID®) is the centralized application service for internationally educated dentists who wish to practice dentistry in the United States or Canada. ADEA CAAPID is the place to research and apply to participating advanced standing predoctoral dental programs without having to go through traditional D.D.S./D.M.D. programs. ADEA CAAPID applicants can research programs by state or program name by using the ADEA CAAPID Directory.

The ADEA CAAPID application is available March through February of each year, and applicants can begin an application by visiting caapid.liaisoncas.com. To complete the application, an applicant must complete five sections: Program Selections, Personal Information, Academic History, Supporting Information and Program Materials.

IMPORTANT: It is the applicant's responsibility to read, understand and follow all ADEA CAAPID and program-specific instructions.

ADEA CAAPID Customer Service

Customer service is available Monday through Friday from 9:00 a.m. to 5:00 p.m. Eastern Time.

Phone: 617-612-2035
Email: caapidinfo@caapid.org

Creating an ADEA CAAPID Account

New Applicants
Applicants applying to ADEA CAAPID for the first time should select the "Create New Account" button. Applicants are asked to provide basic information, including name, contact information and account information, as well as to agree to the ADEA CAAPID Terms and Conditions.

Applicants Who Previously Applied to ADEA CAAPID
Applicants who created an ADEA CAAPID account in the previous two application cycles (the 2016–2017 or 2017–2018 cycle) and are applying for the current (2018–2019) admissions cycle are eligible to have some of their application carried forward as a reapplicant.

To reapply to ADEA CAAPID, applicants should not create a new account and should instead enter in the email address and password for the account used in the previous application cycle. Applicants will then be prompted to select between beginning a new application or using information provided in the previous cycle. If opting to reuse information from the previous cycle, applicants can select which pieces of information they wish to carry forward.
- Application sections that can be carried forward include all data in Personal Information; Academic History information, including previously attended colleges, universities and dental schools and any electronic foreign transcript evaluations received; and data in Supporting Information.
- Applicants will be informed by email when the process of carrying the information forward to the current application is complete. This process could take a few hours.

- Please allow up to two business days for previously received Educational Credential Evaluators (ECE) and World Education Services (WES) foreign transcript evaluations to show as received on the new application.
- Personal statements, letters of evaluation and program materials cannot be brought forward and must be resubmitted for the 2019 cycle. A review of all information being carried forward is required, and applicants may update this information.

Program Selection

Each applicant must select at least one program on the "Add Program" tab to begin the application. Only one is required, but it is recommended that the applicant add all programs he or she intends to apply to when the account is created. Selected programs are also referred to as designations.

Selecting Programs
The "Add Program" tab contains a list of all programs participating in the ADEA CAAPID application; the list can be filtered by school or location. Using the "Add Program" tab, applicants can apply to any available program by clicking the blue plus sign next to the program name; applicants can remove any designated programs prior to submitting the application for that program by clicking the "Undo" button under the program name. Additional available programs can be added at any time by returning to this page.

Submitting Applications
The "Submit Application" tab displays all designated programs and the associated ADEA CAAPID application fees for those programs. Applicants ready to submit an application to a program can do so by selecting the "Pay and Submit This Program" button beneath the program name for each program for which they are ready to submit an application. If the "Pay and Submit This Program" button does not appear, required application components for the program have not yet been completed.

Checking Application Status
The "Check Status" tab allows applicants to check on the status of their application for each submitted designation, as well as the receipt status for their official foreign transcript evaluation, letters of evaluation and official Educational Testing Service Test of English as a Foreign Language (ETS TOEFL) scores.

Only ADEA CAAPID application statuses are provided. Once an application is complete for a designated program, no further admissions updates will be provided via ADEA CAAPID but will be provided directly by the program. ADEA CAAPID makes no determinations on the eligibility of an applicant for a program, nor does ADEA CAAPID have any influence over the admissions status of an applicant. No information on admissions decisions or enrollment status will be provided by ADEA CAAPID. This information will be provided by the individual dental schools to which an applicant has applied, and questions regarding offers of admission should be directed to each individual program.

Personal Information

This section includes biographical information, personal data and background information.

Release Statements

Pre-submission Release: Agreeing to the pre-submission release of information statement allows designated advanced standing programs to have access to an applicant's basic contact information prior to submitting the ADEA CAAPID application. This enables designated programs to communicate with applicants directly prior to application submission.

Release Statement: All applicants must agree to the ADEA Release Statement to submit an application. It is important that applicants understand and abide by the principals described in the statement during the application process. View the full text or copy this URL into your browser:http://www.adea.org/GoDental/Application_Prep/ADEA_CAS_Release_Statement_and_Code_of_Conduct.aspx.aspx#sthash.DdKCT2dI.dpbs .

Release of Matriculation Status- Opt Out: ADEA CAAPID will share the status of an applicant who is matriculated to a program to other programs he/she has applied to unless the applicant opts out by checking the box.

Biographical, Contact and Citizenship Information
Collected information includes alternate name, gender and birth information; current and permanent addresses; email address most often checked by the applicant; and phone number.

It is important for all applicants to accurately represent their U.S. citizenship status. The citizenship statuses available to select in ADEA CAAPID include:

- U.S. Citizen.
- Permanent U.S. Resident.
- Temporary U.S. Resident.
- Non-resident.

Applicants with dual citizenships can note this after they have indicated their U.S. citizenship.

Please note the following: If you are a non-immigrant, please select "Non-resident." If you are a Conditional U.S. Permanent Resident, please select "Temporary U.S. Resident."

The visa types available in ADEA CAAPID include:

- B-1: visitor.
- F-1: student.
- F-2: spouses and children of F-1 visa holders.
- H-4: spouses and dependents of H visa holders.
- H-1B: employee.
- I-94: asylum granted.
- I-94: Cuban-Haitian entrant.
- I-94: parolee.
- I-94: refugee.
- I-94: victim of human trafficking
- J-1: student.
- J-1: teacher, researcher or trainee.
- J-2: spouses and dependents of J-1 visa holders.
- Refugee.
- Visa waiver: WB status.
- Visa waiver: WT status.
- Other.

IMPORTANT: If an applicant's citizenship or visa status changes after submitting the ADEA CAAPID application, he/she must contact each dental school directly with the information.

Race and Ethnicity (Optional)
Collected information includes ethnicity and race, gender and other identifying information.

Other Information
Collected information includes disclosure of legal and academic or professional disciplinary actions, relatives in the field of dentistry or dental hygiene, previous applications to other health professions programs and previous applications to U.S. dental schools, as well as DENTPIN®, which is required.

Applicants who have previously applied to U.S. dental schools must indicate if the application was to a traditional or advanced standing program.

DENTPIN®
A DENTPIN is a unique identification number that is used instead of a social security number. DENTPINs are assigned by the American Dental Association. For more information or to obtain a DENTPIN, please visit: www.ada.org/en/education-careers/dentpin.

Academic History

This section includes an applicant's previous attendance at colleges, universities or dental schools; standardized test scores; completed continuing educations courses; and any advanced dental education programs attended. Many portions of this section are required.

Colleges Attended
This section requires an applicant to list all undergraduate, graduate, or professional institutions attended or currently attending. ADEA CAAPID requires applicants to provide information about, **and** a transcript for, all U.S. coursework in addition to the dental school attended.

To Add a College
- Type the full name of the institution and select the official name of the college from the drop-down list, making sure to search for all possible formats of the institution name.
    o If the name includes a specific campus, a hyphen may be needed between the name of the school and the campus name to find the institution in the list.
    o If the name includes abbreviations (e.g., "St." for Saint), a period may be needed at the end of the abbreviation.
- Include this information about each school: term, degree type, dates of attendance and major.

IMPORTANT: Applicants should list their dental school college as well as all U.S. postsecondary institutions attended in this section.

To Send in a Transcript or Evaluation

Once each **U.S. institution** is added, a "Download Transcript Request Form" button will appear. Applicants can print this form to accompany their transcript. The form will speed up processing but is not mandatory.

- o All U.S. transcripts should be sent to the address below. Only official transcripts directly from the institution are accepted.
  - ADEA CAAPID Transcript Processing Center
    P.O. Box 9116
    Watertown, MA 02471

An electronic course-by-course **transcript evaluation of the dental degree** is from either ECE or WES. Foreign transcript evaluations completed by any other organization will not be accepted and should not be sent to ADEA CAAPID.

Electronic foreign transcript evaluations <u>must</u> be requested using the "Order Evaluation" button located beneath the name of the dental school directly within the ADEA CAAPID application after listing the dental school attended. Evaluations sent outside of the ADEA CAAPID application will not be accepted.

Reapplicants, allow up to two business days for the previously received ECE and WES foreign transcript evaluations to carry forward and show as received. New foreign transcript evaluations should be requested *only if* additional coursework has been completed since the previous evaluation was requested or ADEA CAAPID customer service confirm the evaluation needs to be resubmitted.

IMPORTANT: While ADEA CAAPID accepts foreign transcript evaluations from both ECE and WES, each advanced standing program may have a preferred or required evaluating organization. Applicants should check the specific foreign transcript evaluation requirements for each program they are applying to on the [ADEA CAAPID Directory](#).

Advanced Dental Education Programs

Applicants can list any advanced dental education programs completed or in-progress at the time of application. Applicants can list programs in any of the 11 program types provided and will need to provide the name of the program, the institution and country it was completed in,

the level of the program (internship, externship, fellowship, graduate certificate or residency) and the dates of attendance. The advanced dental education program types provided are:

- Advanced education in general dentistry.
- Dental public health.
- Endodontics.
- General practice residency.
- Oral and maxillofacial pathology.
- Oral and maxillofacial radiology.
- Oral and maxillofacial surgery.
- Orthodontics.
- Pediatric dentistry.
- Periodontics.
- Prosthodontics.

Standardized Tests

National Board Dental Exam (NBDE)
ADEA CAAPID collects both self-reported test results and official test results when requested by the applicant. Only official test results from 2012-present test administrations can be sent to ADEA CAAPID. ADEA CAAPID does not require NBDE test results but many programs do have NBDE requirements; for information about the requirements for each program, please see the ADEA CAAPID Directory.

Self-reported NBDE Results
Part I
If the NBDE Part I was completed prior to 2007, applicants must self-report their numerical scores in each of the following sections, as well as their reference numbers:

- Anatomical Science (49–99).
- Biochemistry/Physiology (49–99).
- Microbiology/Pathology (49–99).
- Dental Anatomy (49–99).
- Average (49–99).

If the NBDE Part I was completed between 2007 and 2011, applicants will need to report their standard score (49–99) and their overall result (Pass/Fail).

If the NBDE Part I was completed in 2012 or later, applicants are asked to report their overall result (Pass/Fail) only.

Part II
If the NBDE Part II was completed prior to 2012, applicants will need to report their average score (49–99).

If the NBDE Part II was completed in 2012 or later, applicants will need to report the overall result (Pass/Fail) only.

Official NBDE Results
Applicants can request official NBDE test results at www.ada.org/dentpin. Under "Send Official Score Reports and National Board Results Requests" click on "Request NBDE Part I and Part II Results." Applicants will need a DENTPIN and password in order to login.

After logging in and verifying personal information, applicants will select ADEA CAAPID on the "Result Recipient Selection" page. Applicants should **not** add additional names or email addresses in the "Alternate Recipient(s)" page. Enter payment information and submit the request. An email confirmation will be sent to the address on file.

Results are sent to ADEA CAAPID within five business days. Applicants can login to the ADEA CAAPID application and check the status of their official scores under the "Check Status" tab at the top of the page.

<u>Test of English as a Foreign Language (ETS TOEFL)</u>
All ADEA CAAPID programs have ETS TOEFL requirements. Applicants are able to self-report their test results from the ETS TOEFL within the ADEA CAAPID application for either the internet-based test (iBT) or paper-based test.

Applicants can also provide official TOEFL score reports directly to ADEA CAAPID if they chose. Official score reports are accepted directly from ETS only and must be provided electronically. To have your official TOEFL scores sent directly to ADEA CAAPID, please request scores to be sent to the score code for institution **B451: American Dental Education Association's ADEA CAAPID**.

While ADEA CAAPID does collect official TOEFL scores, some advanced standing programs also require official TOEFL scores to be sent directly to the program. Applicants are encouraged to check the specific TOEFL score reporting requirements for each program to which they wish to apply by visiting the [ADEA CAAPID Program Directory](#).

<u>Advanced Dental Admission Test (ADAT)</u>
Applicants who have taken the Advanced Dental Admission Test (ADAT) will have their score(s) sent directly to all ADEA CAAPID designations. Scores will be provided to institutions at regular intervals throughout the cycle. Scores will only be provided to programs for which an applicant has a complete application at the time scores are processed. No ADAT scores will be available within the ADEA CAAPID application.

Supporting Information

<u>Letters of Evaluation</u>
ADEA CAAPID collects up to three letters of evaluation per applicant. While letters of evaluation are not required to submit or complete the ADEA CAAPID application, most advanced standing programs accepting the ADEA CAAPID application require at least two letters of evaluation. Applicants are advised to check the specific letter requirements for each advanced standing program by visiting the [ADEA CAAPID Program Directory](#).

When listing letter of evaluation authors on the ADEA CAAPID application, applicants are required to provide the name of the letter author, the organization or school with which the author is affiliated, contact information for the author, a due date for the letter and a personal message to the evaluator. Applicants are advised to use a due date no later than the earliest deadline of a program to which the applicant is applying, while still allowing the evaluator time to complete the process.

IMPORTANT: ADEA CAAPID requires letters of evaluation received to be written on official letterhead from the organization the evaluator is affiliated with as well as a signature from the author. Include these requirements in the "Personal Message/Notes" field on the request page. While ADEA CAAPID has set these requirements, some advanced standing programs may make exceptions to these requirements for extenuating circumstances.

As soon as the evaluator information is saved in the application, the evaluator will receive an automated email message from ADEA CAAPID directing him or her to complete the online submission process for letters of evaluation. All letters of evaluation must be submitted through the online Evaluator's Portal. No paper letters of evaluation will be accepted. While ADEA CAAPID does not accept paper letters of evaluation, some programs may allow applicants with a paper copy of their letter to upload a scanned copy in the Program Materials section.

Experiences, Achievements and Licenses
In addition to the academic history, many programs review applicants' experiences and achievements along with licenses and certifications. This section allows applicants to report their experiences within the application. Here are some guidelines for these sections:
- List all experiences in chronological order with the most recent experience first.
- List each experience only once.
- List experiences that occurred while completing your bachelor's degree or after. High school or prior activities should not be reported.
- List only experiences that were NOT mandatory as a part of your graduation requirements.

Experiences
Applicants can list the following types of experiences in ADEA CAAPID:

Dental Experience: List experiences completed outside of graduation requirements that relate to the dental field. These can be volunteer, paid or optional academic credit experiences such as home country dental practice, U.S./Canada assisting, U.S./Canada observing, dental hygiene, dental laboratory work, etc.

Employment: List paid nondental experiences.

Nondental Health Care Experience: List health care experiences, including paid, volunteer or for optional academic credit.

Research: List research experiences that were optional opportunities during school. If your degree required a thesis, do not list it in this section.

Teaching: List extra teaching experiences that were not part of graduation requirements.

Extracurricular Activities: List activities done for personal enjoyment, such as playing sports or musical instruments.

Volunteer Activities: List activities that were nonpaid work, such as tutoring or community service.

For each category, applicants are asked to provide information about the organization with which the experience was completed, supervisor name and contact information, dates of the experience, time commitment made to the experience and a description of the experience or responsibilities.

Achievements
Applicants can list honors or awards received, including the name of the honor or award, the name of the organization presenting the honor or award, the date the honor or award was received and a description of the honor or award. List achievements earned during or after a degree. High school awards do not need to be reported.

Licenses
Applicants can provide information about any dental or other licenses held, including the license number, date of issue and country of issue. Applicants will also be asked to upload a copy of the license to the application.

Personal Statement
Applicants are asked to explain their desire to pursue an advanced standing program in the United States. While this section is required for ADEA CAAPID, not all programs will use the personal statement in their decision-making process. Applicants should not make the essay program-specific, as it will be provided to all programs through ADEA CAAPID. Personal statements may be a maximum of 5,200 characters in length, including spaces, and cannot be edited after initial submission of the ADEA CAAPID application.

Program Materials

Profiles will appear in the Program Materials section for each program selected by the applicant. This page contains a short introduction and any program-specific questions the applicant must answer. Programs might also request that an applicant provide these documents:
- Letter of evaluation.
  - This option is only provided by select advanced programs and is offered to applicants who have obtained a copy of their letter from an evaluator who is not able to provide an electronic letter directly to ADEA CAAPID. All attempts should be made to have letters of evaluation provided directly to ADEA CAAPID by the authors.
- Unofficial TOEFL score report.
- CV/resume.
- Unofficial NBDE results.
- Notarized dental degree.
- Continuing education coursework.

Applicants cannot submit the application for a program until all required program-specific questions and requirements are fulfilled.

Process After Submission
Once the application has been submitted, applicants have the responsibility of sending in their foreign transcript evaluations to complete the application. Applicants also need to determine if

they need to send in TOEFL or NBDE official test results. The status of materials can be monitored within the applicant portal.

These parts of the application can be updated after submission:
- Name, phone number and email.
- New experiences, achievements and licenses.
- New or in-progress letters of evaluation.
- New Standardized Tests.
- Additional program designations.
- Optional documents requested in Program Materials.

Dental schools will provide admissions decisions directly to the applicant; no decision will be posted in ADEA CAAPID.

Payment

On the "Submit Application" tab, the green status bar indicates if an application to a specific program is complete. Once complete, a blue "Pay and Submit to this Program" button will appear. Use this button to submit applications (prior to the program deadlines). Applicants can then add programs and pay the application fee by clicking the blue "Pay For My Programs" button at the top of the page. Payment must be posted by 11:59 p.m. Eastern Time on the program's deadline date.

Applicants should carefully review their applications prior to submission to avoid errors that cannot be corrected once submitted.

The application fee for ADEA CAAPID depends on the number of programs to which an applicant applies. The fee is $245 for the first program designation and $102 for each additional program designation. Below is a sample fee structure:

One program:	$245
Two programs:	$347
Three or more programs:	For each additional designation, add an additional $102.

Payment for the ADEA CAAPID application can be made by credit card or debit card only (Visa, MasterCard, American Express or Discover). No checks, money or money orders will be accepted and should not be mailed to ADEA CAAPID.

Most advanced standing programs charge a supplemental application fee in addition to the ADEA CAAPID application fees. These program-specific supplemental application fees should be paid directly to the program requesting the payment per their instructions.

Criminal Background Checks

ADEA CAAPID has partnered with Certiphi Screening to offer participating programs the option of a national Criminal Background Check (CBC) process for accepted applicants. Applicants who receive an offer of admission from a CBC-participating program will receive an email from Certiphi Screening with instructions on how to complete the background check

process. If you receive this email, it is required as part of your acceptance to the program that you complete the criminal background check process.

ADEA CAAPID Policies

The policies that govern ADEA CAAPID are recommended by the ADEA CAAPID Advisory Group, an official committee of ADEA. ADEA CAAPID makes every effort to process and transmit application materials to the programs designated by the applicant. ADEA, however, assumes no responsibility for delays in processing application materials caused by the applicant's failure to follow instructions or circumstances beyond ADEA CAAPID's control. It is the applicant's responsibility to monitor his or her ADEA CAAPID application and report any discrepancies or problems.

ADEA does not discriminate on the basis of sex, race, color, creed, religion, national origin, marital status, age or handicap. Such information in the ADEA CAAPID application is requested only for the purpose of gathering and reporting applicant flow data or to confirm information used to process the application.

ADEA Privacy/Confidentiality Statement
The American Dental Education Association (ADEA) will generally not release personally identifiable data without the permission of the individual involved. Except as described below, information about individual applicants and matriculates is not shared with anyone outside of ADEA in a way that would permit individual identification.

Information about applicants is disclosed to the schools and/or programs to which a student applies using one of ADEA's centralized application services. Information about applicants who use one of ADEA's centralized application services may also be disclosed to a limited number of third-party organizations that are involved in the application process and tuition assistance services, such as those that use information to identify and contact applicants who may be eligible for scholarships. Applicants to one of ADEA's centralized application services will be required to release their application information and supporting documents by agreeing to the Release Statement and Code of Conduct within the application.

Application data submitted by an applicant will generally not be shared with third-party individuals or organizations. ADEA will only discuss an application with the applicant and the applicant's designated schools and/or programs. Staff will not discuss an application with a parent, spouse, relative, friend or employer of the applicant. ADEA reserves the right to release information from an applicant or matriculate's file to: (i) respond to information requests by law enforcement or other governmental authorities; (ii) comply with any law, regulation, enforceable subpoena or other legal process or court order; (iii) investigate or prevent security threats, fraud, malicious activity or inappropriate, unauthorized or illegal activity involving ADEA's services or computer networks; or (iv) enforce or protect ADEA's rights and property. In such circumstances, personal information may be disclosed without notice to the individual applicant or matriculate.

ADEA may disclose to the public data that it gathers through its centralized application services in aggregate de-identified form. ADEA reserves the right to use applicant data, including individually identifiable applicant data, for its own purposes, including research

purposes. However, in publishing research, ADEA will not include individual applicant information.

ADEA CAAPID Refund Policy
It is vital that an applicant read the full instructions and review the application to ensure that the necessary steps are taken to complete the application. Once an application is submitted, refunds are typically not granted. In special circumstances, refund requests will be reviewed. ADEA CAAPID applicants must submit a brief, written request within 30 calendar days of the end of the application cycle to HarrisE@adea.org. ADEA reserves the right to grant or deny requests at its own discretion.